

DEPUTY DIRECTOR: LOGISTICAL SERVICES

SUPPLY CHAIN MANAGEMENT

• Salary: An all-inclusive salary package of R 726 276 per annum

• Ref. No.: 2016/124 • Centre: Head Office

Requirements: A three-year tertiary qualification in Public Administration, Logistics Management, Finance, Procurement or a related field and extensive related years of experience. **Knowledge:** Thorough knowledge and understanding of procurement-related legislation, including: Public Finance Management Act; Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; State Information Technology Act; Public Service Act; Public Service Regulations and National Archives Act. Thorough knowledge and understanding of government procurement systems and processes, ie LOGIS, BAS and PERSAL; understanding of financial management and financial systems. **Skills:** Financial management; programme and project management skills; sound analytical skills; problem identification/solving skills; computer literacy; numeracy; database management; relationship management; interpersonal/diplomacy skills; decision making skills; motivational skills; presentations; negotiation skills and advanced communication skills (including report writing) at all levels. **Personal Attributes:** Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated – able to design ideas without direction; people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results. Drivers' license; willing to adapt work schedule in accordance with professional requirements and prepared to travel.

Duties: Effective management of the Logistical Services section of the Department • Effective management of all contractors related to provisioning and logistics • Manage procurement of assets, services and supplies in the Logistical Services section • Establish and manage service level agreements with service providers • Provide operational support to regions • Facilitate the delivery of logistical-related training and development to regions • Effective and efficient management of logistical related services • Management of logistical services budget • Management of human resources related issues including the implementation and facilitation of adherence to policies and processes in Logistical Services • Develop, implement and maintain logistics-related policies and procedures • Ensure compliance with all relevant policies • Provide operational support to regions • Ensure implementation and compliance to Supply Chain Management Framework and policies • Facilitate training of all employees with regards to policies and procedures related to logistical services, including management of transport and travelling, as well as archiving and office services sections • Manage all aspects in the transport and travelling section • Ensure effective management of fleet and subsidised vehicles • Ensure effective management of travelling • Ensure effective management of office services (as per the National Safety Regulations) and archives (according to the National Archive Act guidelines and prescripts) • Ensure effective management of food services aid in the Department • Manage human resource related matters in the logistical section.

Enquiries: Mrs. E Kruger, Tel (012) 406 1437

DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (x2)

• Salary: An all-inclusive salary package of R 726 276 per annum

• Ref. No.: 2016/125A: Johannesburg Regional Office

• Ref. No.: 2016/125B Mthatha Regional Office

Requirements: A three-year tertiary qualification in Human Resource Management, Public Management, Social Sciences, Management Science or related fields. Extensive experience in the Human Resources Management environment. Knowledge PERSAL, The Public Service Act, Public Service Regulations, Financial Manuals, Treasury Regulations and Prescripts from the Department of Public Service and Administration. Skills: management, analytical thinking, language proficiency, report writing, numeracy, research, organising and planning, computer literacy, advanced interpersonal and diplomacy, as well as decision making and project management skills. Personal Attributes: innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, Ability to communicate at all levels, People orientated, Trustworthy/reliable, Assertive, Hard working, Highly motivated, Ability to work independently.

Duties: Effective and efficient implementation of recruitment processes in the Region. Ensure proper recruitment and placement of staff. Ensure compliance to the recruitment policy. Implement job evaluation results. Develop a comprehensive employment equity plan for the Region. Oversee proper administration of Regional establishments on PERSAL. Effective management of conditions of service. Approve PERSAL transactions. Improve the overall leave circular by setting out procedures in the Region. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Ensure proper records management. Effective and efficient development of personnel in the Region - market external/internal bursaries. Ensure recognition of prior learning. Implement learnerships, internships and ABET. Build relationships with stakeholders. Monitor and evaluate the Performance Management and Development System. Ensure proper bursary payments. Implement findings and results of skills audit. Implement PMDS audit findings before the next appraisals. Conduct skills audit on all Regional staff. Conduct orientation and induction in the Region. Compile training reports for the Region. Effective management of sound labour relations and matters of mutual interest. Ensure the facilitation of disciplinary processes. Advise line managers and staff on Labour Relations matters. Improve quality of consultancy between human resources and management on an on-going basis. Implement the disciplinary and grievance management policy. Ensure finalisation of cases within regulated timeframes.

Enquiries: Mr SC Zaba, Tel: 012 406 1544

NB: Kindly take note that the application for above mentioned posts must be submitted to Head Office.

DEPUTY DIRECTOR: FINANCE & SCM

• Salary: An all-inclusive salary package of R 726 276 per annum

• Ref. No.: 2016/126 • Centre: Kimberly Regional Office

Requirements: • A three year tertiary qualification in Accounting/Financial Management or related fields with extensive appropriate experience in financial accounting, budget management and financial management • Knowledge of: • Public Finance Management Act • Public Service Regulations • National Treasury Regulations, guidelines and directives (MTEF, ENE) • Financial accounting systems and procedures • Financial prescripts (GAAP and GRAP) will be an advantage • Skills: • Planning and organising • Problem solving • Interpersonal and diplomacy • Ability to conduct research and gathering of information • Ability to work within specific timeframes • Report writing • Management • Numeric • Computer • Creative • Dedicated • Approachable • Hard-working • Trustworthy • Ability to communicate at all levels • Analytical thinking.

Duties: Effectively apply sound financial management in accordance with PFMA and recognised accounting practices and policies • Provide GRAP compliant inputs to the Financial Statements • Management of debtors and creditors and the payment of service providers within prescripts • Analyse the Regional Office's financial and general operating environment • Identify financial trends and opportunities for business processes improvement • Contribute to the overall business objectives of the Regional Office • Ensure that sound internal controls and reporting systems are in place • Monitor adherence to all internal policies and practices • Advise on the effective utilisation of financial resources • Effectively manage the budget in the Region • Facilitate the compilation of training manuals on budget planning and control. manage the collection and collation of budget inputs for budget planning and control • Undertake detailed researches on matters pertaining to budget management • Analyse inputs related to Medium-Term Expenditure Framework • Assist with monitoring of fund transfers from National Treasury • Oversee allocation of budgets according to components and financial years • Undertake quarterly reviews on the management of budget allocated to components • Ensure that Regional expenditure is in accordance with its budget allocations • Compile detailed reports that will contribute to the compilation of Annual Financial Statements • Manage the office and human resources • Contribute to strategic positioning and overall management of the Office • Train and advice on the effective utilisation of financial resources • Manage, coach, develop, mentor and train personnel • Ensure effective staff supervision.

Enquiries: Mr. C. Sehlapelo, Tel: 012 406 2029

DEPUTY DIRECTOR: PROPERTY MANAGEMENT

• Salary: An all-inclusive salary package of R 726 276 per annum

• Ref. No.: 2016/127 • Centre: Mthatha Regional Office

Requirements: A three year tertiary qualification in Property management or other related fields, with appropriate/relevant experience in property environment, project management and management; Knowledge and understanding of the Public Finance Management Act, OHS Act, Treasury Regulations, PPFA, GIAMA, Valid Driver's licence. Knowledge: Asset Management; Property Management; Public Financial Management Act; Treasury regulations; Property related legislations; Market trends; Construction Industry; States property management acts, by-laws and ordinances; Contract management; Financial management; Corporate Governance; Project management. Skills: Dynamic leadership skills; proven managerial experience and skills; the ability to work to a plan and co-ordinate the work of diverse groups; Knowledge of budgeting and control; Knowledge of business planning and co-ordination; Problem solving; Planning and organising; Strategic planning; Time management; Computer literacy; Facilitation skills; Report writing; Feasibility analysis; Decision making; Analytical thinking; Good communication skills; Interpersonal skills and ability to build relationships; strong negotiation skills. Personal Attributes: Goal and solution orientated; Assertiveness; People and client orientated; Team player; Leader; Innovative; Ability to work under stressful conditions; Patience. Other: Ability to adapt in accordance to office requirements; willing to travel.

Duties: Effectively manage the Department's property portfolio in the region; Provide guidelines and inputs on drafting plans regarding immovable assets; Manage and control property rights and vesting of State land; Ensure compliance with property legislation; Ensure economic efficiency in the Departments' leasehold portfolio in line with market trends; Interact with Facilities Management to ensure effective cleaning, gardening and security services for departmental properties; Manage the capturing of revenue and expenditure of all State-owned and leased properties in property information system; Manage and administrate leased properties; Ensure effective maintenance and functioning of leased properties; Manage the budget and expenditure of the component. Manage and implement Energy Efficiency Projects. Manage energy efficiency awareness campaigns for the Region together with PPM Unit. Manage and administer water efficiency projects. Develop and implement a Risk Management Plan for Property Management. Co-ordinate compilation of reports for the Unit. Assist in the development and regeneration of business processes for Property Management. Manage Property Management related to EPWP Projects with the EPWP Unit. Co-ordinate and implement in-house training for Property Management; Manage special projects and strategic disposal of properties. Supervision of staff and management of their performance according to the PMDS.

Enquiries: Mr R Matlala, Tel. (047) 502 7011

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 to the following addresses:**

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.

KIMBERLEY REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. **Attention:** Ms L. Mthatha

MTHATHA REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5007 Mthatha, 5099. **Attention:** Ms. N. Tyusha

Closing Date: 05 August 2016

