Department of Public Works

REF NO.: 2016/85
SALARY: All-inclusive salary package of R871, 548 per annum
CENTRE: Head-Office (Pretoria) REQUIREMENTS: An appropriate Bach

elor's degree in Civil Engineering (B.Eng or B.Sc. Eng) or equivalent qualification •

6 years post-qualification experience as a Registered Professional Engineer • Compulsory professional registration with ECSA in the Civil discipline • A Government Certificate of Competency in Civil Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage . A good understanding of a relevant legislation and construction industry contracts, a wel developed attention to detail, engineering observations and de sign skills • Strong analytical and built environment skills • Good communication (vertical and written) and presentation skills + To-paredness to undertake training and mentoring of subordinates and young professionals • Thorough knowledge and experience related to civil services in buildings. Knowledge of and experi ence in the application of the Occupational Health and Safett Act • A valid driver's licence.

DUTIES: Review analyze and evaluate civil engineering consult ant's designs, tender documentation, specification drawings and details against industry best practice norms as applicable to new rehabilitation and or maintenance contracts • Provide technica hands-on specialized support and technical reports to projec managers in evaluating effectiveness and efficiency of proposet civil engineering designs • Evaluate construction activities to conform to industry acceptable norms, standards and specifications • Review and audit final professional civil engineering ac counts and construction contract final accounts • Accept responsibility for the development, implementation, review and regula sibility for the development, implementation, review and regular updating of standardized civil engineering practice manuals the Department • Undertake detail design, documentation and implementation of minor projects. Provide mentorship to candidate engineers and technicians.

ENQUIRIES: Mr. M Gxamza, Tel: (012) 406-1433

POST: CHIEF ENGINEER: CIVIL (DOLOMITE)

CENTRE:

All-inclusive salary package of R871, 548 pe Head-Office (Pretoria)

REQUIREMENTS: Degree in Civil Engineering or related qualification/s with six (6) years applied post graduate experience in various facets of Civil Engineering • Registration as professional Engineer or P Tech Eng with the Engineering Council of South Africa (ECSA) is essential • Proven Civil Engineering design experience of the dolonite risk management discipline is required • Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes • Excellent technical report writing and presentation skills are required • Personal attributes must include for innovative problem solving ability and to work independently at strategic, production and execution levels • Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SABS), the Water Act, the Water Services Act, the Environmental Conservation Act, the National Environmental Management Act and the OHS Act would be advantageous • A valid driver's license (minimum code B) and the ability/willingness to travel are essential. B) and the ability/willingness to travel are essential

DUTIES: Development and regular updating of dolomite stand ardized Civil Engineering reference manuals for Consultants of the Department • Review, evaluate and analyze Civil Engineering consultant's design reports, in areas underlain by Dolomit ormation, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts • Provide technical hands-or specialized support and technical reports to project manage ers in evaluating effectiveness and/or efficiency of propos civil engineering designs on dolomite • Ad-hoc inspection an or evaluation of Civil Engineering construction work • Ad-ho auditing of Civil Engine Engineering professional account/s and Civ. Engineering contract final account/s • GIS system upgrading and further improvement. Retrieving and assessing GIS information from database.

ENQUIRIES: Mr. M Gxamza. Tel: (012) 406 1433

CONTROL ENGINEERING TECHNICIAN

All-inclusive salary package of R 369, 408 REQUIREMENTS: National Diploma in Engineering or relevan

qualification • 6 years' post-qualification technical (engineering) experience • Valid Code EB (08) driver's licence • Compulsory registration with ECSA as an Engineering Technician. Know edge: . Sound knowledge of soil mechanics and experience in the execution of geotechnical investigations, operational proce dures and management of a geotechnical laboratory . Sound knowledge of S.A.N.S. and other relevant standards on mate familiarity with handling materials-testing, geotechnical laboratory equipment and machinery • Technical design and analysis engineering applications • Legal compliance, Skills: • Technica Problem-solving and analysis • Decision-making Team work • Financial management • Communication • Cor

DUTIES: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities • Undertake Geotechnical Investigations, with reports and recommendations on founding conditions • Conduct specialised laboratory testing of building materials to determine and ensure adequacy in terms of quality and strengths • Organise, supervise and train technical staff during site inspections • Undertake soil investigations and laboratory tests • Arrange and oversee the calibration, upgrading and maintenance of laboratory equipment • Ensure the promotion of maintenance of laboratory equipment • Ensure the promotion o safety in line with statutory and regulatory requirements • Evalu ate existing technical manuals, standard drawings and proce dures to incorporate new technology. Manage administrative and related functions: • Provide inputs into the budgeting process Provide and consolidate inputs to the technical/engineering op erational plan • Ensure the development, implementation and maintenance databases • Manage, supervise and control techni cal and related personnel and assets. Research and develop ment: . Ensure continuous professional development to kee up with new technologies and processional development to keep up with new technologies and procedures • Conduct research literature studies on technical engineering technology to improve expertise • Liaise with relevant bodies/councils on engineering

ENOURIES: Mr M Gyamza Tel: (012) 406 1433

POST: CHIEF QUANTITY SURVEYOR GRADE A

2016/88 All-inclusive salary package of R 750, 980 All-inclusive salary poper annum
Head Office (Pretoria) CENTRE:

REQUIREMENTS: A BSc degree in Quantity Surveying, or an equivalent Qualification at that level and Professional Qualification as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession is a requirement for this one. A Qualiprum of six (6) leaves not professional to the control of the country of the control of the country of the count for this pos • A minimum of six (6) years post professional registration experience, clearly demonstrating a high level of understanding and competence in all facets of the practices construction methods and techniques and the systems applied n the full spectrum of the Quantity Surveying field . Knowledge of contract and building law to the extent applied in the profes sion . Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and

DUTIES: Advise on the development and maintenance of pol services • Provide a quality, cost control and value manager service on all building related matters in the Department • Aud consultant's fee accounts • Audit progress claims and final ac-counts of building projects • Do estimates on building projects or design changes. Prepare reports on building costs for clients Visit building sites to monitor progress and perform financia tration and budget control in terms of Gover

ENQUIRIES: Mr. FJ Potgieter Tel (012) 406 1079

DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT: HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT POST:

All-inclusive salary package of R 726, 276

per annum Head Office (Pretoria).

REQUIREMENTS: A three-year tertiary qualification in Public Administration/Management, Human Resource, Management, Management Services or Social Sciences • Extensive relevant exposure and experience in human resources management and or organisational development . Knowledge: Standards, prac tices, processes and procedures related to HR planning . The Public Service Environment • The Employment Equity Plan of the Department .PERSAL • The Public Service Act and Regula tions • The Employment Equity Act • The Basic Conditions o Employment Act • Codes of remuneration • The Public Finance Management Act • The Public Service Act and Public Service Regulations. Skills: Computer literacy • Technical report writing • Good verbal and written communication • Programme and ect management • Relationship management • Negotiation Problem solving • Numeracy • Analytical thinking • Advanced • Problem solving • Numeracy • Analytical tiniking • Advance report writing • Decision making Advanced interpersonal and plomacy. Motivational • Organising and planning • Conflict mar agement. Time management. Personal Attributes: Creative Good listening skills • Ability to communicate at all levels • Abilit to work under stressful situations. Assertive • Self-motivated People orientated • Hard-working • Trustworthy • Facilitation Others: A valid driver's licence • Willingness to travel • Willin to adapt to a work schedule in accordance with profession requirements.

DUTIES: The effective management of job evaluation processes in the Department • Maintain a data base of all job evaluation results • Oversee the implementation of approved job evaluation results • Liaise with regions regarding progress with the implementation of job evaluation • Co-ordinate the sitting of the job evaluation panel meetings • Handle and resolve job evaluation related queries • Provide direction and guidance to Organisa tional Effectiveness initiatives and programmes · Analyse var ous requests from stakeholders . Conduct advanced investiga tions and consultative sessions with regards to efficiency and effectiveness of work procedures, methods, job designs, worl flow analysis and report on findings . Development fram

circulars inclusive of base standards • Identification and facilita-tion of focus groups to implement interventions that are aligned to service delivery • Manage the structural design processes. Monitor the implementation of structural changes • Compile budgetary inputs • Assist in identifying areas that need improve-ment • Compilation of reports

POST: ASSISTANT DIRECTOR, TRAINING CO-ORDINATION: HUMAN RESOURCE DEVELOPMENT

2016/90 R 389, 145 per annum CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year Tertiary qualification in Human Resources Management/Training and Development or relevant qualification • Extensive experience in Skills Development. Personal Attributes: Innovative, Creative, Resourceful, Ability to communicate at all levels, People orientated, Trustworthy, Assercommunicate at all levels, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently. Skills: Basic numeracy, Interpersonal skills, Organisational skills, Interpretation of policies, Ability to undertake research/gather information, Programme and project management, Computer literacy, Analytical thinking, Problem solving and solution orientated, Decision making, Motivational skills, Influencing skills, Team building, Presentation skills, Advanced communication, Report writing abilities. Knowledge: ETD and skills development environment including SETA knowledge, ETDA, National Skills Development Strategy, and standards, practices, processes and procedures related to the management of skills development, Training facilitation, materials development and standards development, Structure and functioning of the Department and the sector, ETD strategic objectives and Employment Equity Plan of the Department, Regulatory framework related to HR development, including the Skills Development Act, Public Tourist of the Department, Regulatory framework related to HR development, including the Skills Development Act, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, collective agreements, Codes of Remuneration and the Public Finance Management Act

uidelines, procedures and standards regarding schedules, frameworks for training, conferences and seminars; Source training service providers and create a database; Identify priority or core training areas as informed by WSP; Assist regions with training related matters. The spearheading of training in terventions that are in line with the Department's Vision, PDPs nt training interventions; Liaise with service providers Ensure that all workshops, mee attended and service providers: Send out invites for atte training. The provision of supervision of staff-Provide support to d co-ordination of staff e.g. schedules; Me erns; Edit memos and communiqués of s

ENGLIRIES: Mr.S. Mwanza, tel: 012 406 1300

POST: DEPUTY DIRECTOR, BID ADMINISTRATION

REQUIREMENTS: A three year Degree/ National Diploma in t nance, procurement or related qualifications; appropriate SCM procurement administrative experience. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including- Public Finance Management Act; Framework for Supply Chain Management; Built Environment Professions Acts (Council for the Built Environment Act, Architectural Professions Act, Landscape Architectural Professions Act, Engineering Professions Act Promotely Volunting Professions Act Promotel Volunting Professions Act, Property Valuation Professions Act, Project and Construction Manager nent Professions Act and Quantity Sur eving Professions Act): Framework for Minim veying Professions Act), Framework for williming a Deployment; Code of Conduct for Supply Chain Managem Practitioners; Treasury Regulations; Preferential Procurem Policy Framework Act and Regulations; State Information Te nology Act; Public Service Act, and Public Service Regulations; CIDB Act and Regulations, management of databases; thorough knowledge and understanding of government procurement systems and processes; understanding of construction procurement, the built environment and property industries; monitoring and evaluation processes and systems. Skills: Advanced verbal communication and report writing skills; computer literacy; numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; statistical skills. Personal Attributes: Analytical thinking; 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; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish ology Act: Public Service Act: and Public Service Regulations to communicate at all levels; people orientated; able to establish and maintain networks; assertive; hard-working; self-motivated ability to work independently.

DUTIES: Support the effective and efficient development, imple entation, maintenance and management of the supply chain lanagement system for the acquisition of goods, services and nfrastructure. Execute and manage the overall supply chain nanagement operations in relation to demand, acquisitions performance and risk management. This will include: conduct-ing needs assessment by collecting and analysing relevant data, categorising commodities and confirming availability of funds, conducting a market and industry analysis, identifying ence points system and appropriate goal per commodity in terms of preferential procuren oversee, coordinate and advise on the process of drafting specification/terms of reference and special condit act, compilation of a procurement plan, establish the bid specification, bid evaluation and bid adjudication con ind oversee the proper functioning of the committees, execute and manage the bid/quotation process for goods, services, built environment/infrastructure and real estate commodity catego environment/infrastructure and real estate commodity catego ries, manage and administer contracts, report on supply chair management information as required to internal and external stakeholders, develop and implement a SCM performance management system, supervise the annual SCM risk assessment, development of the SCM risk universe and risk response plan facilitate proper bid document management, as well as coordinating SCM responses during the regularity audits.

ENQUIRIES: Mr T Toda SCM regularity audits.

DEPUTY DIRECTOR: IT POLICY SECURITY MANAGEMENT: INFORMATION SERVICES IT SUPPORT

All-inclusive salary package of R 726, 276 CENTRE:

per annum Head Office (Pretoria) REQUIREMENTS: A 3-year tertiary qualification in Information

Technology/information Systems or equivalent ICT qualification (NGF 5-7), appropriate experiences in IT environment • Expert knowledge of ICT governance frameworks and a good understanding of System Development Life Cycle and ICT Security, ITIL and COBIT certifications will be advantageous, knowledge of IT audit and IT Risk Management • The candidate must demonstrate high policy development and implementation, and susceptions will be advantageous and the constrate high policy development and implementation, and susceptions will be advantageous experiences will be advantageous proposed. instrate high policy development and implementation, and su-vervisory skills * Hands-on team leadership and management experience, ideally coupled with suitable management qualifi-lations such as Advanced Management Programmes * A good inderstanding of government operating systems, processes and egulatory frameworks. Valid driver's license.

DUTIES: Routine line management and leadership of staff within the Information Security Management function. Leader-ship and strategic direction for the function, ranging from plan-ning and budgeting to motivational and promotional activities emphasizing the value of information security Llaison with and offer strategic direction to related governance functions (such as Physical Security/Facilities, Risk Management, IT, HR, Legal and Compliance) on information security routine activities security matters plus emerging security risks and control technologies Recruitment, leadership and direction for a vulnerable network of information security stakeholders distributed throughout the epartment . Leads the design, implementation, operation and aintenance of the Information Security Management System based on the ISO 9001 series standards, including certifications where applicable • Forms a "centre of excellence" for informaion security management, for security risk and control matters throughout the department and promoting efficient and effective influgation strategies • Leads or commissions the processes related to information security policies, standards, procedures and guidelines, in conjunction with the Security Committees Leads the design and operation of related compliance monitor ing and improvement activities to ensure compliance both with ent activities to ensure compliance both with curity policies etc. and applicable laws and regulation internal security policies etc. and applicable laws and regulations i.e. SITA - Leads and commissions suitable information security awareness, training and educational activities - Leads and commissions information security risk assessments and controls selection activities - Leads and commissions activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties - Leads and commissions the ICT related asset lifecycle management activities including their safety and protection.

ENQUIRIES: Ms L Skhosana, Tel: 012 406 1286 /1395

ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT

2016/93 R 389, 145 per annum

REQUIREMENTS: A three year tertiary qualifications in Human Resource Management/Public Management or equivalent qualification in Social Science • Appropriate experiences as a Human Resource generalist • Knowledge and understanding of Skills Development Act, OHSA, BCEA, PFMA, LRA, and PSA act • Conflict & Mediation management skills • Good Communication, Presentation and Facilitation skills • Computer Literacy Valid Driver's license

DUTIES: Advise and consult with the line managers on Training & Development, Bursary and Performance Management issues • Pro-active project and manage departmental training interventions • Maintain bursary administration, performance management database and training and development • Implement the Performance Management Development Systems in the region • Implement and maintain all HR development programmes, policies and interventions for the region • Report to the Head Office on training and development needs and programmes • Lead sub-projects on organizational development interventions in the region • Provide reports on bursary administration, Performance Management Development System, training and development **DUTIES:** Advise and consult with the line managers on Training

LEGAL ADMINISTRATION OFFICER: LEGAL

R 309, 126 to R 726, 630 per annum Bloemfontein Regional Office Ref No: 2016/94 A Johannesburg Regional Office Ref No: 2016/94 B

minimum of 8 years postgraduate legal experience * Knowledge of and experience in drafting of contracts and other legal
instruments * Knowledge and understanding of Government
procurement systems and processes, specialised knowledge of
* Framework for supply Chain Management *PFMA *Treasury
Regulations *PPPFA *CIDB Act and Regulations *PAJA Act
*Works Control System (WCS) *Prescripts of the GCC 2004 (Endineering and Construction Works) and .IBGC (Principal Building
indeering and Construction Works) and .IBGC (Principal Building
index of the construction works Control System (WGS) "Prescripts on the GGC 2004 (gringial Building Agreement) and GCC* Mandate and functions of the Depart-ment "System and operations of South Africa courts of law "Inter-pretation of legislation "Magistrate's court Act and Rules as well as the Supreme Court Act and rules • Drafting and interpreting skills, communication and Interpersonal Skills, maintenance of confidentiality of information • Language proficiency .Computer

DUTIES: Assist in administering Departmental contracts • Assist in the acceptance of bids and enter into contracts on behalf of the Department • Assist in safe keeping of guarantees and contractual documents • Ensure completeness of contract documents for safekeeping • Provide information and access to documentation to auditions and project managers * Assist Regional Offices and Head Office in registering financial details of contractors * Facilitate the release of guarantees upon completion of construction projects * Extract information from the Works Control System (WCS) and interact/lialse with officials from other Departments and members of the public * Prepare techno-legal opinions and peruse and comment on a variety legal documents to ensure that they are legally compliant * Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office * Ensure the effective administration of legal matters of the Department. Draft contracts and forward them for signature * Receive and peruse correspondence from various Offices of the State Attorney's to ensure that they are in accordance with the instructions of the Department * Receive and peruse summonses served on the to documentation to auditors and project managers • Assis State Attorney with clear mandate on whether to settle or defend misconduct hearings and/or initiate on behalf of the Departm and appear on behalf of the Department before the relevant ba gaining council . Assist the supervisor in the training and mar

ENQUIRIES: Mr. D Manus Tel: 051 408 7397 (Bloem) Mr M Ntshane Tel: (011) 291 6443

ASSISTANT DIRECTOR: MOVABLE ASSET POST:

R 389, 145 per annu

REF NO.:

REQUIREMENTS: A three year tertiary qualification in Financial Management, Risk Management, Public Management, Asset Management or relevant qualifications with appropriate experience in Movable Asset Management Knowledge: The Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) - Office Administration - Supply Chain Management and Provisioning policies and procedures - Financial Administration processes - LOGIS and BAS systems - Contractual policies and procedures - Effective communication (verbal and written) skills

procedures • Effective communication (verbal and written) skills • Report writing • Numeracy • Computer literacy • Interpersonal relations • Willingness to adapt the work schedule in accordance with office requirements • A valid driver's licence and the willinginventory register • Bar code new assets and update on LOGIS • Track movements of Movable Assets on LOGIS • Take stock of existing assets • Maintain the Movable Assets register on LOGI File supporting documents of assets moved . Keep record of redundant, unserviceable and broken assets • Manage the repair process of Movable Assets • Update the maintenance schedule of Movable Assets • Register maintenance information on LOGIS Engage with suppliers and interact with chief users with regards to asset repairs • Administer financial reporting processes or Movable Assets • Obtain relevant reports from BAS and LOGIS Reconcile information on BAS and LOGIS • Identify pro Reconcile information on BAS and LOGIS • Identity problet areas and submit journals to rectify • Compile reconciled report for the Finance department • Compile Annual Balance Sheet of Moyable Assets.

FNOUIRIES: Mr D Van Niekerk Tel (051) 408 7437

ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION

priate experience in property management and /or information systems or fixed asset management environment • High degree of computer literacy, good communication and interpersonal skills • Good written, analytic and financial skills. Valid driver's DUTIES: Conduct physical verification to ensure that state

owned properties are utilized efficiently and optimally . Ensure that Property Management Information System is able to reflect all relevant property related information • Keep track of develop all relevant stake holders and units to ensure that property in formation is captured correctly and in good time . Assist in th preparation of reports to top management and all relevant stake holders • Liaise with client departments to ensure optimal utilization of state owned properties . Supervision of staff Comply with

FNOUJIRIES: Mr. L Henney (051) 408 7540 POST:

CONSTRUCTION PROJECT MANAGERS (X 6 Posts)

R 594, 477 to R 640, 419 all-inclusive package per annu Bloemfontein Regional Office

Higher National Diploma) in any of the build environment disci-pline (Architecture, Quantity Surveying, Engineering or Project management) and a minimum of 2 years' experience in the built environment OR National Diploma in any of the built environ ment disciplines as mentioned above with a minimum of 3-years experience in the planning and managing of projects in the buil environment • * Registration as a candidate with the SACPCM *A valid driver's license * Computer literacy * Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building nmental Conservation Act * Knowledge an understanding of the Government Procurement System * Good planning, financial and budget skills * Sound analytical and good written and verbal communication skills

DUTIES: Contribute to project initiation, scope definition and scope change control for envisaged projects * Full project man-agement function, cost, quality and time control * Manage project agement function, cost, quality and time control * Manage project cost estimates and control changes in line with allocated budgets * Plan and attend project meetings during the project phases * Assist with the compilation of projects documentation to support project processes * Implement project administration processes according to Government requirements * Ensure implementation of procurement activities and adherence thereof to Government policies * Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules * Support the project environment and activities to ensure that project objectives are delivered oupport the project environment ities to ensure that project objectives are delivere "Manage and engage in multi-disciplinary construction to the construction of the

All-inclusive salary package of R 871, 548 per annum Bloemfontein Regional Office (2 Posts) Ref No: 2016/98 A Mthatha Regional Office Re No: 2016/98 B

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 SACPCMP OR BTech degree in the built environment field with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCMP OR Honours degree in any built environment field with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCMP - 4 valid driver's licence • Compulsory registration with the SACPCMP 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. a minimum of 6 years' experience as a Registered Professiona

his/her supervision • Mentor, develop and offer technical sup-port to improve performance • Manage construction projects on his/her own, ranging from large-scale capital projects to mainenance 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 pro-ject 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 of ders and extensions of time, and make recommer approving authority within the Department • Process all inte 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. monthly payments as per the conditions of contract and in line

2016/99 R 319, 971 per annum (OSD)

or N3 and proof of having passed a Trade Test, and 3-5 years relevant experience in technical and maintenance, and 2 years managerial experience. Knowledge of the PFMA and the OHSA. Valid Driver's Licence.

DUILES: Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations • Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments • tend maintenance related meetings with client departments Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS • Compile reports on Workshop activities

ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT (12MONTHS Renewal)

REQUIREMENTS: A three year Tertiary qualification in Huma REQUIREMENTS: A three year Tertiary qualification in Human Resources/Public Management/Social Sciences and relevant experience in Human Resources, preferably in talent development • Proven experience in the acquisition of scarce skills and development of such, aligning to the WSP • Knowledge of applicable Human Resources and Youth Development prescripts, ie National Youth Policy 2009-2014, National Skills Development Strategy, learnership guidelines, PSR, PSA, LRA, BCE Act, EEA, MISS Act, SDA • Proven experience in programme management and implementation of Learnerships/Artisan Development/internships/candidate professionals/human capacity development

R 389, 145 per annum

sionals and mentors in scarce skills and support areas of the interns, artisan trainees, young professionals and mentors Source mentors for traineeships • Monitor the performance of programmes • Maintain a working relationship with stakeholde • Represent the Department at stakeholder meetings and care workshops • Develop, coach and mentor trainee

ENQUIRIES: Mr. D Manus Tel: (051) 408 7397 POST: CHIEF MECHANICAL ENGINEER GRADE A

All-inclusive OSD salary package of SALARY: n Regional Office CENTRE: Ref No: 2016/101 A Regional Office

REQUIREMENTS: A three-year tertiary qualification in Mechanical Engineering or equivalent qualification • Extensive relevant experience in Mechanical Engineering environment • Registration with the Engineering Council of South Africa is compulsory as Professional. Personal Attributes: Analytical thinking • Innovative • Creative • Solution orientated • Ability to work under trassful situations • Ability to communicate at all levels • People stressful situations • Ability to communicate at all levels • People oriented • Trustworthy • Assertive • Hardworking • Ability to wor independently. Skills. Ability to undertake critical review/analysi and provide technical advice • Ability to maintain integrity of con fidential information • Financial administration • Effective verba communication • Advanced technical report writing • Numeracy Computer literacy • Planning and organising • Relationship management • Programme and project management • Interper sonal and diplomacy skills • Problem solving • Decision make ng . Motivational skills . Conflict resolution . Negotiation skills Knowledge: Mechanical Engineering best practice • Project
Management • Extensive knowledge of all mechanical engineer ing aspects of the building and construction enviro ing aspects of the building and construction environment + Public Finance Management Act - Occupational Health and Safety Act • Supply Chain Management • Contract Management • Regis-tered with the Engineering Council South Africa • A valid driver's licence • Prepared to travel • Willing to adapt to a working sched-ule in accordance with office requirements.

DUILES: implementation and maintenance of mechanical eng neering related policies, guidelines and professional standars.

Undertake research on the latest development of policie professional guidelines and standards. Ensure that all potes, guidelines and standards implemented are aligned to the Department's strategic objectives. Undertake effective training of Project Managers on professional standards. Monitor an ensure the implementation and configures adherence to professional. Provide effective professional advice on mechanical engineering related projects
 Advise on the designing of cost effective fication of projects . Advise on the de specification and outlining of designs . Draft and manage Ser vice Level Agreements • Brief consultants and service provider 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 tende ons for development of tender documents . Ensur skills transfer and human development • Ensure effective imple

ENQUIRIES: Mr. D Manus, Tel (051) 408 7397 (Bloemfontein

POST: ARTISAN FOREMAN: PLUMBING

REQUIREMENTS: A completed Apprenticeship as Plumber, or Carpenter, Electrical, Painter & or Mechanical competent per son and proof of passing a trade test in terms of the Provisions o Section 13 (2)(h) of the Manpower Training Act, 1981, as amend ed or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC: with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (TN streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices • Strong leadership and management ability Ability to communicate effectively at operational level • Must be computer literate . A valid driver's license . Candidate must have extensive experience in the Building and Related operations

DUTIES: Supervise and evaluation of personnel. Supervis ent, tools and machinery generally used in a technical intenance environment • Compilation of reports, records and material lists. Manage repairs and maintenance costs • L aise with clients and other government departments. Supervis preventative maintenance services on infrastructure on govern

ENOURIES: Mrs S Paton Tel: 0514087300

passing a trade test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act • Knowledge of the OHS Act.

DUTIES: Maintenance including new work to building infrastru ture works • Maintain tools • Compile material quantities per pro

FNOUIRIES: Mrs S Paton Tel: 0514087309

POST: ASSISTANT DIRECTOR: PROPERTY

R 389, 145 per ann REQUIREMENTS: A three year tertiary qualification in Finan

REQUIREMENTS: A three year tertiary qualification in Finance/
Accounting/ Economics and appropriate experience in budgeting of Capital and Planned Maintenance in the Property field.
Computer literate with strong emphasis on Ms Word, Excel, and
Power Point · Good analytical skills and systematic approach
· Knowledge of the PFMA, Treasury Regulations, PPPFA and
the government procurement system · Knowledge of the Works
Control System (WCS) and Basic Accounting System (BAS). A
valid Driver's licence.

DUTIES: Provide assistance with the management, monitoring and reporting of the capital works and planned maintenance budgets: accept and approve authorization documents, accept authorization on Works Control System, determine the availability of funds within the respective allocations, monitor the technic of England Control System (allocations, monitor the control system). status of final accounts, plan services in consultation with KAM, Report shortages or surplus of funds to the Directors of KAM and Customer Billing • Provide assistance to the budget control of the capital works and planned maintenance budgets: Liais with project managers on budget related issues, liaise with KAN \ clients for requesting of additional funds, compile and submit budget inputs to respective KAM Managers, monitor cash flow and expenditure, prepare monthly expenditure reports, consolidate monthly expenditure reports for the Administration budge of all directorates within KAM, liaise with the Directorate: Final cial Accounting with regards to the availability of funding, compil and distribute expenditure reports to client departments. Provid assistance on the monitoring of building programmes: Monito building programmes for forced tender dates and to determine the status of final accounts and attend client forum meeting

ENQUIRIES: Mr. R Dhaniram. Tel (031) 314-7190 POST: ASSISTANT DIRECTOR: LEASING PROPERTY MANAGEMENT

REQUIREMENTS: A three year tertiary qualification in Property Management and relevant experience in Property Management 4 valid driver's license * Knowledge and understanding of Government procurement systems * Good financial as well as strong negotiations skills . Sound analytical and interpersonal skills vledge of building inspections and the real estate markets

DUTIES: Obtain cost effective hired office accommodation, un

mproved and housing for all National Government Departments Maintenance of PMIS for all leased properties to ensure time-

POST: ASSISTANT DIRECTOR: HUMAN

2016/106 R 389, 145 per annum Pretoria Regional Office

REQUIREMENTS: A three year tertiary qualification in Human Resources Management, Public Management or an equivalent qualification in Behavioral or Social Science • Extensive Human Resource Development/Training experience • Thorough knowledge and understanding of SDA, OHS Act, BCEA, PFMA, LRA PSA, etc • Conflict and mediation management skills • Good and mediation management skills - Good communication, presentation and facilitation skills - Computer literacy - A valid driver's license.

ing and Development Committee in the Region • Represent the egional Office at the National Training Committee • Liaison with Client Departments and also building owners and lease administrators to ensure client satisfaction • Perform supervisory functions . Ensure compliance with relevant legislations and acts to

ENQUIRIES: Ms M. Masubelele, Tel: 012 492 3187

R 249, 540 per annun

REQUIREMENTS: N3 Certificate in Electrical Engineering with REQUIREMENTS: NS Certificate in Electrical Engineering with two to three years' experience plus a completed Apprenticeshig and a passed Trade Test in terms of the provisions of the section-13(2)(ch) of the Manpower Training Act, 1981 as amended or certificate issued or the provision of the repealed section 27 of the Act and three years working experience • Knowledge of OHSA Act • A valid driver's license. Installation Rules.

DUTIES: Spot check technical faults for repairs or maintenance required • Oversee and ensure that quotations are received and purchase required equipment and materials • Oversee and ensure that the maintenance and faults repair register is updated • Report writing. Repairs of faults.

ENQUIRIES: Mr.JK Digomo (012) 321 7104

REF NO.: 2016/108 CENTRE: Mmabatho Regional Office SALARY: R 389, 145 per annum

REQUIREMENTS: A three year tertiary qualification in Manage ment/Administration or Logistics or equivalent qualification with relevant appropriate experience in Supply Chain Management Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database • Knowledge of PPPFA and supplier/contract/vendor database • Knowledge of PFHMA, Treasury Regulations, Supply Chain Management BEE I Good communication skills written and verbal • Comp literacy especially in spreadsheet, (MS Office packages) • Fesses excellent analytical and problem solving skills • Excel organizational management skills • Good interpersonal skills.

DUTIES: Manage and supervise the procurement office • Co-ordinate the procurement and processing of bids. • Scrutinize specifications • Co-ordinate the compilation agenda for the Bid and Sub Bid Committees • Compile accurate minutes of the pro-ceedings of the bid and sub bid committees • Advise the Sub Bid and Bid committee on procurement processes and prescripts • Assist the Head of Procurement on all procurement related fun-tions • Lalise with project managers and project leaders with respect to bid recommendation submissions • Follow up on decirespect to bid recommendation submissions • Follow up on deci-sion taken by the Sub Bid committees • Ensure monthly distribuand reporting thereof on monthly basis . Assist in scrutinizing bid recommendations . Check submitted bids for responsive ness criteria · Perform any other assigned duties in relation to

ENQUIRIES: Mr. A T Matseke Tel: (018) 386 5268

POST: ASSISTANT DIRECTOR: MOVABLE ASSETS

R 389, 145 per annum

REQUIREMENTS: A three year tertiary qualification in Financial Management or Risk and Asset Management or relevant qualification. Appropriate experience in Movable Asset Management + Knowledge of the Public Finance Management Act, office administration, SCM and provisioning policies and procedures, financial administration processes and LOGIS and BAS system, contractual policies and procedures • Effective communication skills -Report writing skills - Numeracy - Computer literacy • Interpersonal relations • Drivers licence • Preparedness to travel • Willingness to adapt work schedule in accordance with office requirements. REQUIREMENTS: A three year tertiary qualification in Financia

register • Bar-code new assets and update on LOGIS • Track movements of movable assets on LOGIS • Take stock of existing assets •Maintain the movable assets register on LOGIS •File the supporting documents of assets moved •Keep records of redundant, unserviceable and broken assets •Manage the repair process of movable assets •Maintain the maintenance schedule of movable assets •Register maintenance information on LOGIS Engage with suppliers *Interact with chief users with regard to asset repairs •Manage the repair processes •Administer financial reporting processes on movable assets•Obtain relevant report from BAS and LOGIS •Reconcile information on BAS and LOGIS •Identify problem areas and submit journals to rectify •Compile reconciled reports for the finance department •Compile annua

ENOURRIES: Mr A T Matsaka Tel: (018) 386 5268

POST: CONTROL WORKS MANAGER: ELECTRICAL

2016/110 R 389, 145 per annum REF NO.:

REQUIREMENTS: A three year tertiary qualification in Electrica Engineering with relevant and extensive supervisory experience
*Ability to plan, organise and manage people and resources
A valid driver's licence *Computer literacy (MS Excel, Word
and Projects) *Knowledge and understanding of the PFMA.
He OHSA, the National Building Regulations, the Environment
Conservation Act as well as Government procurement systems
(Southern & Computer Literature).
The proposed program of the PFMA
conservation Act as well as Government procurement systems
(Southern & Computer Literature).
The proposed procurement is a proposed to the proposed
proposed program of the proposed
proposed program of the proposed
propo (including SCM policies) • Proven knowledge and understanding ating and scheduling techniques • Willingness to trave and work irregular hours . Sound analytical and good communi cation (both written and verbal) skills • Professional registration will serve as an advantage

DUTIES: Manage minor projects as well as planned and un planned maintenance • Conduct building condition surveys of Government buildings • Minor work performance of Chief Works Managers and Works Managers and support staff • Analyse all maintenance reports submitted by Chief and Works Managers Responsible for site inspections and reports on leased build ings • Assist in site handovers as well as first and final deliv including close out reports on minor repairs projects under Fa-cilities Management • Facilitate negotiations with contractors on cilities Management · Facilitate negotiations with contractors on behalf of the Chief Works Managers · Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA · Plan and execute service contracts for electrical installations · Contribute extensively to the budgeting process for maintenance · Manage expenditure of day-to-day maintenance budget as per the PFMA · Compile and submit monthly technical reports to Head: Facilities Management.

2016/111 R 389, 145 per annur

REQUIREMENTS: A three year tertiary qualification in Civil Engineering or Building-related field plus relevant experience in any of the built environment disciplines, extensive technical management experience - Ability to plan, organise and manage technical staff and resources - A valid driver's licence - Com-

puter literate *Knowledge and understanding of the PFMA, the OHSA, the National Building Regulations, the Environmental Conservation Act as well as Government procurement systems Proven knowledge and understanding of estimating and sched-uling techniques • Willingness to travel and work irregular hours • Sound analytical and good communication (both written and ver-bal) skills • Professional registration will serve as an advantage.

DUTIES: Manage minor technical projects, day-to-day maintenance, building condition surveys and the asset register with reference to Buildings and Facilities Management • Monitor work performance of both Chief and Works Managers • Analyse all reports submitted by Chief and Works Managers and the Administrative staff • Responsible for site inspections, state owned buildings and reports on leased buildings • Negotiations with the contractors• Responsible for checking and verifying the scopes of work and prepared specifications, estimates, and evaluate quotations • Ensure all work executed complies with PW 371 standards and specifications, the National Building Regulations and the OHSA • Compile technical and monthly reports •Management of maintenance contracts • Budget control.

ASSISTANT DIRECTOR: BUDGETING

SALARY: CENTRE: R389, 145 per annum REQUIREMENTS: A three year tertiary qualification in Finance or equivalent qualification, sound experience in financial management • appropriate relevant and practical budgeting experience. A thorough knowledge of PFMA, Treasury Regulations and the ability to implement these prescripts • An understanding and knowledge of the department, its clients and line function business units would be an added advantage • Good leadership, presentation skills, good budget planning ability to analyse, cost accounting skills, strong managerial and supervisory skills • Computer skills: spreadsheets preferably supervisory skills • Computer skills: spreadsheets preferably Excel, accuracy with specific reference to numeric workings Creative, assertive, independent work ethics, self-motivated eliable, integrity and honesty.

DUTIES: Compiling of Regional Office annual budget. Monthly and quarterly reviews of the budget • Compiling of monthly and quarterly expenditure and projection reports • Monitor and liaise with all sections with regard to spending patterns and advise line management on appropriate budgeting • Maintaining records (batches) of financial transactions • Manage/ formulate/ maintai and report on the budget of the regional office • Analyse early warning figures obtained through in puts from managers and inancial systems on a monthly basis • Allocate and shift funds o he budget and provide outcomes of regional budget • Respons ble for accurate budget vs. expenditure data on a monthly bas

ENQUIRIES: Mr. A Nggonggo, Tel (047) 502 7003

POST: CONSTRUCTION PROJECT MANAGER

ent (BEng/BSc Eng) plus certificate in project managemer cognized by the SACPCMP • Compulsory registration with the SACPCMP as a Professional Construction Project Manager • 3 years relevant project management experience required • Valid driver's license • Programme and project management • Project Computer aided engineering applications . Knowledge of lega compliance • Technical report writing • Creating a high performance mance culture • Technical consulting • Professional judgemen Decision making • Team leadership. Analytical skills • Creativit Self-management • Financial management. Customer focu and responsiveness • Communication • Computer literacy. Plar ning and organizing . Conflict management . Problem solving

and analysis · People management. Change management

DUTIES: Manage construction, renovation and refurbishment projects within the contracts of set time, cost, quality and socio-economic objectives under the supervision of a Senior Project Manager per financial year • Contribute to project initiation, scope definition and scope change control for envisaged projects • Manage project cost estimate and control changes in line with allocated budgets • Plan and attend project meetings during the project phases • Assist with the compilation of project documentation to support project processes • Implement project administration processes according to Government requirements • Ensure the implementation of procurrement activities and adherence thereof to Government policies • Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules • Support the project environment and the activities to ensure that project objectives are delivered timeously • Manage and engage in multi-disciplinary construction teams regarding the construction / maintenance of facilities. **DUTIES:** Manage construction, renovation and refurbishme maintenance of facilities

CHIEF ENGINEER: CIVIL

POST: 2016/114 All-inclusive salary package of R 871, 548 per annum Johannesburg Regional Office

CENTRE:

REQUIREMENTS: An Engineering degree(B Eng or B SC Eng) • Six years post qualification experience as a Registere Professional Engineer • A valid driver's license • Compulsor Professional Engineer • A valid driver's license • Compulsory registration with ECSA as a professional Engineering • Knowledge of programme and project management, engineering, legal and operational compliance, engineering operational communication, process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, engineering design and analysis, research and development, computer-aided engineering applications as well as technical consulting and financial management • Skills in strategic capacity and leadership, problem-solving and analysis, customer focus and responsiveness, communication(verbal and written), computer literacy, people management, planning and organizing, conflict management, negotiating and change management • Personal attributes

DUTIES: Review, analyse and evaluate Civil Engineering Con sultant design, tender documentation, specification drawings and details against industry best practice norms as applicable o new, rehabilitation and/or maintenance contracts · provide echnical hands-on specialized support and technical reports o project management in the evaluation of the effectivenes and efficiency of proposed civil engineering design • Evaluate construction activities to conform to industry acceptable norms standards and specification • Review and audit final profes civil engineering accounts and construction contracts final ac-Serve on Sketch Plan Committees • Accept resp ting of standardized civil engineering practice manuals for

ENQUIRIES: Mr I Molosi, Tel (011) 713 6020

POST: CONTROL ENGINEERING TECHNICIAN:

cal Engineering (T/N/S stream) • 3 Years post-qualification tech-nical experience • Valid Driver's license • Knowledge and un-derstanding of Mechanical Engineering design and construction, Norms and standards, the Occupational Health and Safety Act and Construction Regulations, the national building Regula and the general built environment • Compulsory registration wit ECSA as a Professional Engineering Technician • Technical design and analysis knowledge • Project Management • Technical aptitude and skills • Research and development skills • Computer literacy (computer aided engineering applications, MS Office project) • Problem solving and analysis • Decision making abilit various levels • Technical report writing • Customer focus and esponsiveness • Planning and organizing

DUTIES: Draft designs prepare specifications for Mechanical Works and materials schedules • Prepare draw as built draw ings • Ensure compliance of drawings with building regulation and other legal, Occupational Health and Safety Environmenta and other legal, Occupational Health and Safety Environmental requirements • Evaluate consultant documentation and identify deficiencies and areas of non-compliance with Departmental requirements • Serve on sketch pian committees • Preform on site measurement surveys and mechanical structure done by contractors • Determine and report on progress, faults and snags. Determine record findings, and maintain technical information and specifications • Establish and Foster relations and communicate findings with clients • Undertake detail design, documentation and implementation of minor projects • Provide Mentorship to candidate Engineering Technicians and Interns.

R 389, 145 per annum

Johannesburg Regional Office REQUIREMENTS: A three year tertiary qualification equivalent • Appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services • Valid icence • Computer literacy • Knowledge or understan the PFMA, PPPFA, LOGIS and EPWP • Ability to compile ar

he Occupational Health and Safety Act • Ability to imple systems and exercise control to ensure sound managem equipment and materials • Ability to perform regular insper Willingness to travel DUTIES: Manage service contracts and contractors performance and quality of work for the duration of contract • Manage related budges and financial planning • Compile specifications and handle inspections in the cleaning field • Manage people at work • Manage and control equipment and material register • Manage multidisciplinary consultant teams • Formulate policies and administrative procedures for cleaning maintenance • Manage performance-based contracts • Knowledge of the management of Human Resources (Work plans, Training, Career developments etc) • Appoint relief cleaners • Events Management

adjudicate tenders • Sound analytical and interpersonal, prover problem-solving approach • Proven financial, strong verbal and written communication skills • Knowledge and understanding of

ENQUIRIES: Mr. K Muthivheli Tel. (011) 713 6097 ASSISTANT DIRECTOR: HORTICULTURE X1 FACILITY MANAGEMENT POST:

REF NO.: R 389, 145 per annum Johannesburg Regional Office

REQUIREMENTS: A three year tertiary qualification is REQUIREMENTS: A three year tertiary qualinication in horticulture, Agriculture, appropriate experiences in Horticulture. Skills to manage more than 30 staff, 52 courts and one big nursery • An understanding of the PFMA, PPFA, EPWP · Good communication skills (verbal and written) and interpersonal skills • The incumbent will be required to work and visit terrains independently and Work under pressure • A high level of computer literacy • A valid driver's licence.

DUTIES: Compilation of work plans and monitor the work performance of gardeners • Identifying and developing of training needs for gardeners • Maintain disciplinary code for the best practice to gardeners • Compilation of scope of work for the implementation of garden projects on behalf of the Client Departments • Processing of leave forms, payments of service providers and resolve payment related queries of the gardeners • Ensure timely payment of services providers. Compilation of project inputs for consolidation of monthly, quarterly reports • Liaise with the clients in respect of Horticulture related complaints executing of day to day maintenance projects on complaints executing of day to day maintenance projects on behalf of the Client Departments • Perform weekly routine site inspections • Monitor contract performance according to set standards in the tender.

ENQUIRIES: Mr K Muthivheli (011) 713 6097

DEPUTY DIRECTOR: LEASEHOLDS AND

annum Johannesburg Regional Office CENTRE:

REQUIREMENTS: A three year tertiary qualification in Real Estate, Finance or equivalent qualifications in the Built Environment with appropriate experiences • Knowledge and understanding of Public Finance Management Act, GIAMA, PPPFA, Treasury recommendation: Analytical thinking, Computer literacy, Good communication skills • Dynamic leadership skills, the willingness to travel, Proven Managerial experience and skills • The ability to work to a plan and co-ordinate the work of the team • Knowledge of budgeting and control . Knowledge of business planning and co-ordination • Strong negotiation and interpersonal skills

DUTIES: Effective and efficient management of leased accord modation in the Region in line with market trends • Manage the capturing of revenue and expenditure of all leased properties in the Property Management Information System • Administer lease portfolio and lease contracts • Prepare financial reports on the status of leased properties . Provide monthly reports of the Unit - Ensure that all leased properties - Provide miniminy reports on the Accessibility regulations - Ensure optimal utilization of lease oppose - Ensure timeous renewal of lease contracts - Manage the budget and expenditure of the component.

environment with at least three years appropriate experience in property/property administration . Knowledge and understand ing of Government procurement procedures and regulations Understanding of property markets and its trends. Strong negoti ations skills . Good communication skills (verbal and written) and interpersonal skills . A high level of computer literacy and goo

REQUIREMENTS: A three year tertiary qualification or

erties (Offices and Official Housing) Manage property related contracts and agreements • Negotiate with potential tenants for contracts and agreements · Negotiate with potential tenants for the letting out of State Owned properties · Draft lease contracts and other documents resulting from negotiations · Preparatior of monthly Management Report · Supervision of staff in the uni · Ensure that the asset register is updated and correct View tendered and or identified properties · Keep track of property markets and its trends · Perform general administration duties within the Section.

2016/120 R 389, 145 per annum Johannesburg Regional Office REQUIREMENTS: A three year tertiary qualification or N6 quali

Willingness to travel. Computer literacy • Ability to work under pressure • Project management and Contract Management skills cation skills • Registration with any professional body will serv

fication in Electrical field coupled with extensive experience in Electrical Management and Experience in technical field • Hav-

ing experience in X-ray Machines and Turnstile Equipment Generator Systems, UPS Systems, Switch Gears, Transform-

ers, Substations, Mini-Subs, etc • Be able to apply knowledge of the PFMA, OHSA, SCM, PPPFA, National Building regula

ions. Building standards. FCA and FCSA • A valid driver lice

DUTIES: Assist Facility Manager with the management of Electrical Engineering maintenance section • Attend to planned and unplanned maintenance request from the clients • Prepare maintenance plans for generator sets, switch gears, UPS systems, transformers, sub stations, mini-subs, electrical fences and other electrical related work • Compile scope of work, prepare estimates and technical reports • Inspect and report on leased buildings, optimum use of electrical resources and installations • Inspect electricity meter readings • Ensure that state buildings and leased buildings do have certificates of compliance (COC) • Ensure that State Properties, Buildings and Machinery comply with OHSA and Building Regulations • Prepare a submission of progress reports and verify invoices. SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL &CONTRACTS

R 392 274 - R 953 451per annum (Salary

REQUIREMENTS: LLB qualifications with at-least 8 years as an in-house legal advisor or legal/contract administrator. Valid Drivers' license; prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements. Knowledge: Specialized knowledge of law of contracts and general administration of contracts within an organizational context; legal research and professional legal assistance; indepth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management 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 skills; sound analytical and problem identification and solving skills; language proficiency; maintenance of confidentiality of information; computer literacy; relationship management; decision making skills; as an in-house legal advisor or legal/contract adr

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 safeguare 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. Extent and effectiveness of managed contracts and related legal latters. Extent and effectiveness of the safety and integrity o 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 advisory and supportive role to Project Managers and the Regional Office. Extent and effectiveness of advice, guidance and opinions provided. Extent of compilance with related standards. Extent and effectiveness of legal assistance provided. legal records. Provide advice, guidance and opinions rega

puter literacy; relationship management; decision making skills interpersonal and diplomacy skills; motivational skills; negotia-tion skills.

of legal assistance provided.

olications, quoting the relevant reference number and the tree of the post, should be submitted. ALL HEAD OFFICE APPLICATIONS: The Director-Ge

ALL BLOEMFONTEIN APPLICATIONS: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300 Attention: Mr. D Manus

ALL DURBAN APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000, ATTENTION: Mr. BE Mbatha ALL PRETORIA APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria 0001 or can be hand delivered at AVN Building Cnr. Andries and Skinner Street. ATTENTION: Ms K. Tilhapane / Ms MC Lekganyane

ALL MTHATHA APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099, ATTENTION: Mr S Siyengo ALL JOHANNESBURG APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein 2017. ATTENTION: Ms N Djaje.

The Regional Manager, Department of Public Works, Private Bag X120, Mrabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mrnabatho, 2735. ATTENTION: Mr T. Oagile

ALL POLOKWANE REGIONAL APPLICATIONS:
The Regional Manager, Department of Public Works, Private
Bag X9469, Polokwane, 0700 or 22 Hans van Rensburg Street,
Polokwane. ATTENTION: Mr J Khotsa

he Department of Public Works is an equal opportunity, affirma

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 these posts and persons, whose appointment will promote representativity, will receive preference. An indication by applicants in this regard will facilitate the processing of applications. If no suitable applicants from the unrepresented groups can be recruited, candidates from the unrepresented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. 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. NB: no faxed or e-mailed or late applicants will NOT be accepted. It will be expected of the successful applicants to sign a performance agreement.

CLOSING DATE: 08 July 2016

public works Department: REPUBLIC OF SOUTH AFRICA