

# SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

## DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL

Salary: All-inclusive salary of R898 743 per annum (package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2016/140) • Head Office (Pretoria)

**Note:** It will be expected of the successful candidate to undergo a competency assessment and to sign a performance agreement. All short-listed candidates will be subjected to a technical exercise that intends to test relevant elements of the job.

**Requirements:** • 3-year tertiary qualification (degree/diploma) in the following fields: Social Science, Administration, Building Sciences, Financial or related field • 5 years' middle management experience related to office management. **Knowledge:** • Relevant Public Service legislation • Cluster system and Parliamentary processes • Public management and administration principles. **Skills:** • Programme and project management • Information and knowledge management • People management and empowerment • Problem solving and change management • Policy analysis and development • Client orientation and customer focus • Service delivery innovation • Financial management • Communication (verbal and written) • Computer literacy • Stakeholder management • Planning and coordination. **Other:** • Presentation and facilitation • Monitoring and evaluation • Driver's licence • Preparedness to travel • Willingness to adapt work schedule in accordance with professional requirements • Security clearance.

**Duties:** Provide strategic support to the DG on cluster issues and provide technical and secretariat services to all the Executive Committee and Director General's meeting (internal and external): • Represent and participate in structures and processes as directed by the Director-General • Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues • Participate/ensure representation and manage and assess reports of FOSAD or related committees on behalf of the Director-General • Provide strategic advice regarding MINMEC and NEDLAC issues • Coordinate, integrate and support the involvement of the Department in Cluster activities • Lobby, advise and interact with professional bodies of the built environment • Engage and interact with the Ministry regarding Cabinet, Parliament and Cluster-related issues • Participate in the National Bid Committee. **Manage the provisioning of administration, Cabinet and Parliamentary support services within the DG's office:** • Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery to the Director-General • Re-engineer management processes and coordinate management review processes related to the Office • Effectively manage, monitor and track information related to the Office of the Director-General • Articulate, coordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director-General • Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director-General • Assess audit reports and ensure that the Department is providing value for money • Support the preparation of presentation to be made by the Director-General to key stakeholders. **Manage the relationships between the office of the Director-General, the Minister and Deputy Minister as well as Parliamentary committees and members of Parliament as when required:** • Direct the diary of the Director-General • Approve administrative matters related to senior managers who report directly to the Director-General as required • Prepare reports for the DG to present at the Parliamentary committees • Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements • Support the security profile of the Office. **Coordinate the DG's performance agreement and annual performance assessments in collaboration with Strategic Management and Monitoring and Evaluation unit:** • Ensure compilation of the DG's performance agreement in line with the strategic objective of the Department • Compile DG's quarterly and annual performance assessment reports.

**Enquiries:** Mr SC Zaba, tel. (012) 406-1544

## DIRECTOR: FINANCIAL ACCOUNTING

Salary: All-inclusive salary package of R898 743 per annum (package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2016/141) • Head Office (Pretoria)

**Note:** It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement. All short-listed candidates will be subjected to a technical exercise that intends to test relevant elements of the job.

**Requirements:** • 3-year tertiary qualification in Financial Accounting/Financial Management • CA qualification will be an advantage • 5 years' experience at middle management or senior management level with extensive relevant experience in financial management and reporting. **Knowledge:** • The Public Finance Management Act (PFMA), Public Service Regulations, National Department of Treasury Regulations, guidelines and directives, Government budget systems and procedures, Government Financial Systems (PERSAL, PMIS, WCS, LOGIS and BAS), Financial prescripts (GAAP and GRAP). **Skills:** • Planning and organising • Problem solving • Interpersonal and diplomacy • Ability to conduct research and gather information • Ability to work on specific timeframes • Report writing • Management skills • Numeric skills. **Personal attributes:** • Creative • Dedicated • Approachable • Hardworking • Trustworthy • Ability to communicate at all levels • Analytical thinking.

**Duties:** • Design, implement and maintain the Directorate's strategic plans • Develop detailed strategic action plans • Provide a framework for financial risk assessments • Lead and provide direction towards realising the Department's strategic plans • Establish, implement and maintain performance measures • Ensure that business processes are in line with strategic plans • Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals • Maintain a conducive relationship with stakeholders • Compile reports on matters precluding the attainment of set objectives • Compile and submit annual financial statements • Effectively manage accounts receivable (Inter-departmental claims and debtors) as well as implement and maintain a debt risk management system • Develop, implement and maintain debt repayment periods • Ensure that all clients are timely billed • Manage debt contract documentation processes • Oversee the production of reflective debt analysis reports • Review debt collection processes • Manage the compilation of accounts receivable financial reports • Effectively manage accounts payable • Implement and maintain accounts payable internal control systems • Maximise the accurateness of payment instruments • Manage the verification of payment interfaces • Manage the accounts payable contract documentation processes • Ensure the timely payment and settlement of accounts payable • Oversee the production of account payable financial reports • Effectively manage the Financial Accounting Directorate • Collate all Sub-directorate's financial reports, including regions • Provide management support to the line manager with the compilation of annual financial records • Manage all resources allocated to the Directorate • Develop and maintain inter-relations with stakeholders • Facilitate capacity building initiatives • Oversee timely resolution of audit queries • Compile and present reports on the functioning of the Directorate.

**Enquiries:** Mr A Mazibuko, tel. (012) 406-1412.

## DIRECTOR: INFORMATION TECHNOLOGY APPLICATIONS MANAGEMENT

Salary: All-inclusive salary of R898 743 per annum (package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2016/142) • Head Office (Pretoria)

**Note:** It will be expected of the successful candidate to undergo a competency assessment and to sign a performance agreement. All short-listed candidates will be subjected to a technical exercise that intends to test relevant elements of the job.

**Requirements:** • 3-year tertiary qualification in Information Technology or related relevant BSc degree with extensive experience in Information Technology Management of which 5 years should have been at Middle/Senior Management level • Development experience in C#, ASP.NET, NET Framework 2.0 – 4.0, Visual Studio 2008/2010 SQLServer 2005/2008, Windows Server 2003/2008 and/or Java Developer – EJB – Weblogic, UNIX Shell, PL/SQL • Experience with implementation of large enterprise or e-business systems or web-based systems or with SOA, Software Design, Software Documentation, Software Testing, Software Maintenance, Software Development Process, Software Requirements, Teamwork, General Consulting Skills, Software Architecture will be added as an advantage • Proven track record of designing scalable, distributed software applications will be added as an advantage • Object-oriented design and mobile app design experience • Systems Integration across multiple platforms and environments will be a plus • Built environment exposure a plus with experience on CAD and engineering design software such as Autodesk. **Knowledge:** • Information Technology policies and standards • GITO policies and objectives, project management, contract management, supply chain management and system management • Information Technology Audit and Governance, Information Technology Infrastructure Management policies and policy formulation. **Skills:** • Management of work performance agreements for service providers, technical report writing • Ability to communicate at all levels, particularly at executive level • Sound analytical, problem identification and solving skills • Ability to meet tight deadlines whilst delivering excellent results • Computer literacy • Advanced interpersonal and diplomacy skills • Willingness to adapt work schedule in accordance with office requirements • Valid driver's licence.

**Duties:** • Manage complex enterprise systems team and systems integration units • Take a product through the entire lifecycle of analysis, design, coding, testing and implementation and support • Implement all aspects of an application design – high-performance design, coding, caching mechanisms, security, encryption, state management, error logging, debugging, scalability, code reviews, development environment configuration, and testing • Manage a multidisciplinary team • Conduct the Department's application and operational needs analysis • Effectively manage the Department's system analysis and network infrastructure • Effectively manage Department's Web and Database administration system • Manage the procurement of IT applications business needs • Develop and manage Service Level Agreements with IT applications service providers • Manage all financial resources allocated to the Directorate • Conduct quality assurance and be responsible for integration of systems.

**Enquiries:** Mr S Patel, tel. (012) 406-1275

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 applicants in this regard will facilitate the processing of applications. If no suitable applicants from the unrepresented groups can be recruited, candidates from the represented 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 2 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 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 applications will be accepted. It will be expected of the successful applicants to sign a performance agreement.



public works  
Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

Applications, quoting the relevant reference number and the centre of the post, should be submitted to: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria, for attention: Ms NP Mudau.  
Closing date: 21 October 2016 at 16:00