

# SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

## DIRECTOR: LITIGATION

Salary: All-inclusive salary of R898 743 per annum (package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2016/153) • 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:** • 4-year tertiary qualification in a Legal discipline or related qualifications, with extensive relevant experience in legal and management, of which 5 years must have been at middle/senior managerial level • Knowledge of the property industry and asset management • Knowledge of the mandate and functions of the Department • Knowledge of PFMA, PAIA, PAJA, Employment Equity Act, Public Service Act and related policies • Knowledge of the functioning of National, Provincial and Local Government and interpretation of legislation • 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 • Valid driver's licence.

**Duties: Effective management support of legal services:** • Provide legal advice, guidance and opinion to the Minister, top management and the Department at large (including Regional Offices in respect of matters on interpretation and/or implementation that may arise • Draft legislation (both primary as well as secondary) for departmental use • Draft and amend various contracts to ensure legal acceptability thereof and the protection of the interest of the Department, including the drafting of and commenting on standard contract forms and other standard document formats. **Effective management of litigation functions:** • Liaise between the Department and various offices of the State Attorney on all litigation matters • Provide assistance to the HR component regarding labour relations by presiding over disciplinary hearings, and provide legal advice on labour relations issues. **Effective management of the component:** • Compile other interim audit reports required by the Director-General during the year • Respond to all queries received from the Director-General's office.

**Enquiries:** Mr B Ntlou, tel. (012) 406-1276/1249

## ASSISTANT DIRECTOR: PROPERTY PAYMENTS

Salary: R389 145 per annum (Ref. 2016/154) • Nelspruit Regional Office

**Requirements:** • 3-year tertiary qualification in Property Administration or equivalent qualification • Valid driver's licence • Computer literacy • Knowledge and understanding of the PFMA and other property-related legislation • Relevant experience in the property industry • Good communication (verbal or written) skills • Good financial as well as interpersonal skills • Ability to manage stakeholders (ie municipalities, client departments and private individuals).

**Duties:** • Be responsible for expenditure on properties through payments of rates and taxes, municipal services and incidental expenses • Implement property expenditure including rates, services and leased payments in the region • Implement long-term strategies to contain municipal service • Efficiently implement management of property expenditure in line with market trends • Ensure sound property expenditure management system including minimisation of accounts payable to avoid fruitless, irregular and unauthorised expenditure • Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all properties • Ensure that all financial transactions for the four stages of the life cycle of the property asset are recorded and monitored in the PMIS • Be responsible for implementing strategies to ensure a good audit report • Supervise staff and manage their performance according to the PMIS.

**Enquiries:** Ms MM Mokgohloa, tel. (013) 753-6301

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: Faxed or e-mailed or late applications will NOT be accepted. It will be expected of the successful applicants to sign a performance agreement.

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

• **Head Office:** 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 OR

• **Nelspruit Regional Office:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit 1200, for attention: Mr E Nguyuza

**Closing date:**  
11 November 2016  
at 16:00



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA