

**DEPUTY DIRECTOR-GENERAL: ASSET INVESTMENT MANAGEMENT**

•Salary: An all-inclusive package of R1 267 806 per annum including a basic salary (60% of package), the State's contribution to the Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests  
•Ref. No.: 2016/77 •Centre: Head Office (Pretoria)

**Note:** All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**Requirements:** •A three-year tertiary qualification in Asset Management, the Built Environment, Commerce or Business Administration and a post-graduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years experience at senior management level with extensive experience in the property and/or built environment •A relevant post-graduate qualification in Business Administration or related. **Knowledge:** •Relevant property management and built environment legislation •Best-practice Asset Management processes •Department's internal business process •Property and construction •Client relations •Financial management •Supply Chain Management •Change management •The Black Economic Empowerment Act •The Preferential Procurement Policy Framework Act. **Skills:** •Advanced report-writing •Advanced communication •Language proficiency •People management •Computer literacy •Negotiation •Analytical thinking •Facilitation •Strategic planning •Time management •Programme and project management •Conflict management •Problem identification and solving •Organising and planning •Policy formulation •Decision-making •Motivation •Numeracy •Advanced interpersonal and diplomacy. **Personal attributes:** •Innovative •People-orientated •Resourceful •Ability to meet tight deadlines while delivering excellent results •Ability to communicate at all levels and participate at Executive level •Ability to establish and maintain personal networks •Assertive •Hardworking •Trustworthy •Highly motivated •Ability to work independently.

**Duties:** •Effectively manage the life-cycle of immovable assets under the custodianship of the Department of Public Works for the State •Manage three Chief Directorates. **The incumbent will:** •assist the Director-General with the formulation and implementation of the Department's Asset Management •Implement NIMS and GIAMA •Develop disposal strategies and plans •Ensure a high level of customer satisfaction through the provision of service delivery •Ensure a high level of accuracy and data integrity •Champion Department's initiatives aimed at transforming the property industry •Maximise the value and returns on State property assets •Ensure continuous improvement in Asset Management practices •Ensure that immovable property owned and/or used by the State for delivering various Government services yield functional and economic benefits to the State •Provide progress and financial reports to the Director-General of Public Works •Ensure that all Asset Management plans for the National Department comply with the PFMA •Manage the immovable Asset Register Enhancement programme (ARE) •Prioritise maintenance and capital budgets •Manage devolution of budget and accommodation changes •Manage the disposal programme (rationalisation) •Provide strategic leadership to the construction and property industries.

**Enquiries:** Ms T.B. Hlatshwayo, tel. 012 406 1990.

**DEPUTY DIRECTOR-GENERAL: PROJECTS AND PROFESSIONAL SERVICES**

•Salary: An all-inclusive package of R1 267 806 per annum including a basic salary (60% of package), the State's contribution to the Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests •Ref. No.: 2016/78 •Centre: Head Office (Pretoria)

**Note:** All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**Requirements:** •A three-year tertiary qualification in the Built Environment discipline and an appropriate post-graduate qualification (NQF Level 8) as recognised by SAQA with more than 10 years working experience in management of which 8-10 years should be at senior management level •Willingness to adapt work schedule in accordance with professional requirements •A valid driver's licence •Required to travel •Security Clearance. **Knowledge:** •Applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act •Functioning of national, provincial and local government •Structure and functioning of the Department, Parliamentary protocol processes •Linkages with government clusters •Departmental standards and regulations •Knowledge of Built Skills •Advanced report writing •Advanced communication •Analytical thinking •Facilitation skills •Strategic planning •Programme and project management •Conflict management •Advanced interpersonal and diplomacy •Organising and planning •Policy formulation •Decision making •Numeracy •Sound analytical and problem identification and solving skills. **Personal attributes:** •Analytical thinking •Innovative •Creative •Ability to work under stressful situations •Ability to communicate at all levels •Ability to meet tight deadlines whilst delivering excellent results •People orientated •Ability to work effectively and efficiently under pressure •Able to establish and maintain personal networks •Hard-working •Highly motivated.

**Duties:** •Establish effective structures and processes of the Projects branch •Lay down procedures and guidelines for the implementation of proper control and administration •Ensure compliance by the Department with all statutory requirements •Compile executive reports on the functioning of the components within the Projects branch •Develop an integrated business system that will assist with business planning of the Projects branch •Develop an integrated business system of the Department that monitors and reports on service level standards •Promote strategic planning and transformation of the Department according to the requirements of the Public Service Act and related legislation •Participate in the Top Management team •Strategic leadership of the Department •Provide support to the organisational affairs of the Minister and the implementation of policies •Act in a higher capacity as and when required •Support the Executive Authority and the Director General with the formulation and implementation of the Department's strategy •Represent the Department in key meetings/forums with internal and external stakeholders •Monitor the budget and expenditures in the Projects branch •Provide guidance and support to the Department with respect to the organisational image, trends and direction.

**Enquiries:** Ms T.B. Hlatshwayo, tel. 012 406 1990.

**DEPUTY DIRECTOR-GENERAL: CONSTRUCTION AND PROPERTY POLICY REGULATIONS**

•Salary: An all-inclusive package of R1 267 806 per annum including a basic salary (60% of package), the State's contribution to the Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests •Ref. No.: 2016/79 •Centre: Head Office (Pretoria)

**Note:** All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**Requirements:** •A three-year tertiary qualification and a post-graduate qualification (NQF Level 8) as recognised by SAQA with more than 10 years working experience in the built environment of which 8-10 years should be at senior management level, with a strong research background •Demonstrated management experience in managing a large Public Organisation with senior management experience. **Knowledge:** •Understanding of the public sector environment and transformation challenges •PFMA •Strategic planning •Project management •Delivery innovation •Built environment. **Skills:** •Strategic management •Executive management •Tender processes •Effective communication (verbal and written) •Marketing and liaison •Service delivery innovation •Problem solving •Decision making •Influencing skills •Negotiation •Change management •Interpersonal and diplomacy. **Personal attributes:** •Analytical thinking •Innovative •Creative •Ability to work under stressful situations •Ability to communicate at all levels, including political office bearers •People orientated •Hard-working •Highly motivated.

**Duties:** •Establish effective structures and processes of the Construction and Property Policy Development •Manage and coordinate the development and implementation of construction and property policy documents and strategies •Manage the operational planning process and maintain the business plans of the branch to ensure good quality and timely delivery of services •Contribute and ensure the development of strategies, programmes and procurement policies that promote BEE and facilitate the participation of historically disadvantaged women owned businesses in both the construction and property industries •Ensure management, regulation and transformation within the Construction Industry •Development and management of policies related to the Construction and Property Industries •Manage the development, implementation and review of the Expropriation Bill •Advice and evaluate the industry policy legislation and programmes •The establishment and promotion of property industry forums •Represent the Department on various Boards of Public Entities •Ensure that stakeholders are knowledgeable of projects and activities of the property industry •Negotiate partnership arrangements with strategic support service providers •Share information of contractors for grading purposes with CIBD •Issue reports on operational policy issues to Parliament and the Portfolio Committee •Communicate feedback on implementation of Incubator programmes •Participate in the Top Management team •Strategic leadership of the Department •Provide support to the organisational affairs of the Minister and the implementation of policies •Act as the Director-General as and when required •Responsible for the internal operations of the DPW.

**Enquiries:** Ms T.B. Hlatshwayo, tel. 012 406 1990.

**REGIONAL HEADS (CHIEF DIRECTOR LEVEL) (3 POSTS)**

•Salary: An all-inclusive salary package of R1 042 500 per annum •Centres: Bloemfontein Regional Office (Ref. No.: 2016/80 A) •Kimberley Regional Office (Ref. No.: 2016/80 B) •Pretoria Regional Office (Ref. No.: 2016/80 C).

**Note:** All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**Requirements:** •A three-year tertiary qualification in the Built Environment discipline or other related fields •Extensive relevant experience in the property environment of which 5 years should have been at Senior Management level. **Knowledge:** •Public Finance Management Act •Property economics •Treasury Regulations •Government budget procedures/timeframes (MTEF) •Financial management and administration •Project management •Construction regulations •Work Control System (WCS) •Tender procedures •Public Service Act •Public Service Regulations •Financial Manual and Treasury Regulations •Financial administration processes and systems •Procurement directives and procedures. **Skills:** •Management skills •Effective communication •Advanced report writing •Planning and organising •Diplomacy •Interpersonal skills •Policy analysis and development •Problem solving •Presentation •Advanced numeracy •Budgeting •Facilitation. **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 •Analytical thinking.

**Duties:** •Take responsibility for the overall management of the Regional Office •Effectively manage the capital and maintenance budget to promote Black Economic Empowerment •Support development and empowerment initiatives of Government and DPW in particular •Effectively implement construction projects on behalf of client departments •Provide office accommodation to client departments •Participate in intergovernmental forums and regularly review programmes and report on progress •Ensure procurement complies with PFMA and PPPFA •Implementation of the PFMA and other relevant legislation •Ensure that client needs are met within budget constraints •Ensure sound and effective financial management of the Region •Develop, review and implement the Region's Business Plan in line with the strategic plan •Ensure implementation of the departmental strategic plan in the Regional Office •Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, client/customer and stakeholder relations, property management, people management and financial management •Over and above the functions as outlined above, the Regional Manager will also manage the facilities management function for PMTE and DPW in the regional offices.

**Enquiries:** Mr B. Matutle, tel. 012 406 1998.

**DIRECTOR: FINANCE AND SCM**

•Salary: An all-inclusive salary package of R864 177 per annum •Ref. No.: 2016/81 •Centre: Pretoria Regional Office

**Note:** All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

**Requirements:** •A three-year tertiary qualification in Accounting/Financial Management or related •Extensive appropriate experience in a financial and supply chain environment. **Knowledge:** •Public Finance Management Act •Public Service Regulations •National Treasury Regulations, guidelines and directives (MTEF, ENE) •Preferential procurement policy •Government supply chain management framework •Government budget systems and procedures •Government financial systems (PERSAL, PMIS, WCS, LOGIS and BAS) will be an advantage •Financial prescripts (GAAP and GRAP) •Planning and organising skills •Problem-solving skills •Interpersonal skills •Diplomacy •The ability to conduct research and gather information •The ability to work within specific timeframes •Report-writing skills •Management skills •Numeracy skills •Computer literacy •Creative •Dedicated •Approachable •Hardworking •Trustworthy •The ability to communicate at all levels •Analytical thinking.

**Duties:** •Effectively apply sound financial management in accordance with the PFMA and recognised accounting practices and policies •Analyse the Regional Office's financial and general operating environment •Identify financial trends and opportunities for business process 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 •Effectively apply sound procurement practices in accordance with preferential procurement policy and Government supply chain management framework •Advise on the effective utilisation of financial resources •Monitor adherence to the Government supply chain management framework •Participate in and monitor the process of procurement of services •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 research on matters pertaining to budget management •Analyse inputs related to the 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 budgets allocated to components •Ensure that regional expenditure is in accordance with budget allocation •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 advise on the effective utilisation of financial resources •Manage, coach, develop, mentor and train personnel •Ensure effective staff supervision.

**Enquiries:** Mr M. Dondashe, tel. 012 310 5954.

**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 283, 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.

People with disabilities are encouraged to apply



**CLOSING DATE: 10 JUNE 2016 AT 16H00**