

CHIEF DIRECTOR: EPWP OPERATIONS

Salary: All-inclusive salary package of R1 042 500 per annum (Ref. 2016/05)

Head Office (Pretoria)

Requirements: • A 3-year tertiary qualification in Social Sciences, Development Studies, Environmental and/or related studies. A postgraduate qualification will be an added advantage • Appropriate relevant experience, of which 5 years should have been at Senior Management level • Knowledge of Government's Development Agenda, Government Anti-poverty and Economic Development policies and programmes • A good understanding of coordination structures within government • Good analytical, innovative, problem-solving and interpersonal relations skills • Knowledge of financial management • Contract management and leadership skills • Skill and experience in people management, conflict management and empowerment • Good research, policy/guidelines development, strong strategic planning and writing skills • Knowledge of monitoring and evaluation • Good programme/project management skills • Experience in the Expanded Public Works Programme (EPWP) with specific reference to the environment and culture sector, social as well as the non-state sectors will be an added advantage • An understanding of sector-related policies and legislation • Stakeholder management skills • The ability to communicate at strategic level and work under pressure for long hours • A valid driver's licence.

Duties: • Manage operations within the EPWP Operations Unit • Coordinate and support the lead sector departments in the coordination and implementation of the EPWP as related to the environment and culture, the social and non-state sectors as mandated • Manage the EPWP NPO Programme as well as develop policies and guidelines for the non-state sector • Provide implementation support to public bodies implementing sector-related programmes at national, provincial and local government levels • Monitor and ensure achievement of sectoral targets • Facilitate the development of incentive models and development of the incentive framework with regard to the environment and culture, social and non-state sectors • Facilitate research of new expansion areas and to monitor impact of sectoral programmes • Ensure profiling of best practices • Compile and submit reports to various structures • Facilitate the unlocking of funding for new areas of expansion • Manage the provision of technical support to the environment and culture, social and non-state sectors • Design and manage strategies to assist the environment and culture, social and non-state sectors in meeting their set targets • Facilitate and unlock partnerships to promote job creation • Participate in the various national and international for a dealing with Public Employment Programmes (PEPs).

Note: All shortlisted 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.

Enquiries: Mr S Henderson, tel. (012) 492-1443

CHIEF DIRECTOR: PROFESSIONAL SERVICES

Salary: All-inclusive salary package of R1 042 500 per annum (Ref. 2016/06)

Head Office (Pretoria)

Requirements: • A 3-year tertiary qualification in Architecture, Quantity Surveying or Engineering or Town Planning • Extensive relevant experiences in the built environment, of which 5 years should have been at Senior Management level • Advanced report-writing and communication skills • Language proficiency • Analytical thinking • Facilitation skills • Strategic planning skills • Time, programme and project management skills • Knowledge of the construction industry, client relations, financial management, Preferential Procurement Policy and Framework Act and office management • Willingness to adapt work schedule in accordance with professional requirements and required travel • The ability to work effectively and efficiently under pressure • The ability to communicate at all levels, as well as participate at Executive level • The ability to meet tight deadlines whilst delivering excellent results.

Duties: • Formulate and develop policies, guidelines, specifications, manuals, directives and other supportive documentation in the architecture discipline • Facilitate the review of existing documentation trends and procedures and determine gaps, needs, etc in the architectural, engineering, quantity surveying and town planning disciplines • Facilitate the compilation of new documentation and/or amendment of existing documentation in the above-mentioned disciplines • Assess local conditions pertaining to, and taking into consideration the state of, said professions and the built environment at large, and prepare advisory or regulatory documentation • Facilitate and guide the compilation of policies, guidelines, standard specifications, manuals, directives and design parameters in the above-mentioned disciplines • Offer effective professional advice and assistance in architecture, engineering, quantity surveying and town planning to client departments, Project Managers and Key Account Managers • Facilitate the provision of professional/technical advice and support training and guidance to project managers at all levels of project execution • Maintain measures for effective scrutiny of design proposals for all new and upgrading/alteration projects as well as repair and renovate projects according to delegations • Facilitate the execution of special investigations relating to architecture, engineering (mechanical, electrical), quantity surveying and town planning issues for, inter alia, compliance with legislation • Facilitate and manage an effective Dolomite Risk Management Strategy regarding the Department's property • Ensure continued awareness and management of dolomitic risk/dangers through the chairing of the National Dolomite Risk Management Working Group • Effectively manage and implement transformation and regulation of construction industries and good corporate governance • Facilitate and manage the creation of a Dolomite Authority • Facilitate the compilation of new norms for a variety of building types • Serve on committees where professional inputs are required • Ensure proper management of a water care database and effective management of water care facilities controlled by the Department • Ensure detailed and professionally informed contributions to the NBAC • Ensure active and detailed assistance to new procurement initiatives in respect of, inter alia, CIDB compliance and standards for uniformity • Assist in matters of legal/contractual nature by way of, inter alia, desktop analysis/inspection in loco, briefing counsel, leading in court action where required • Ensure evaluation of, and professional comment/recommendation on, matters pertaining to the imposition of penalties • Support the Executive Authority, the Director-General and the Deputy Director-General: Projects with the formulation and implementation of the Department's strategy • Represent the Department in key meetings with internal and external stakeholders • Serve as formal communication channel with stakeholders on Professional Services matters • Provide reports on Professional Services performance • Manage the coordination and administration of Professional Services operations • Manage capacity building and sourcing of the Department • Monitor the budget and expenditures of the Professional Services Component • Provide guidance and support to the organisational image, Professional Services trends and direction • Assist the Department in executing certain projects utilising in-house capacity.

Note: All shortlisted 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.

Enquiries: Mr N Vilakazi, tel. (012) 406-1926/1084

DIRECTORS: PROPERTY MANAGEMENT (2 POSTS)

Salary: All-inclusive salary package of R864 177 per annum

• Durban Regional Office (Ref. 2016/07 A) • Pretoria Regional Office (Ref. 2016/07 B)

Requirements: • A 3-year tertiary qualification in Property Management or other related field, with extensive/relevant experience in the property environment of which 5 years' experience should be at a Middle/Senior Management level • Knowledge and understanding of the Public Finance Management Act • Willingness to travel and a valid driver's licence. The following will serve as recommendations: • Dynamic leadership skills • Proven managerial experience and skills • The ability to work to a plan and coordinate the work of diverse groups • Knowledge of budgeting and control • Knowledge of business planning and coordination • Strong interpersonal skills and the ability to build relationships • Strong negotiation skills.

Duties: • Effectively manage the Department's property portfolio in the region • Provide guidelines and inputs on drafting plans regarding immovable assets • Manage and control property rights and vesting of State land • Ensure compliance with property legislation • Ensure economic efficiency in the Department's leasehold portfolio in line with market trends • Interact with Facilities Management to ensure effective cleaning, gardening and security services for departmental properties • Manage the capturing of revenue and expenditure of all State-owned and leased properties in a property information system • Manage and administer leased properties • Ensure effective maintenance and functioning of leased properties • Manage the budget and expenditure of the component.

Note: All shortlisted candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidates to undergo a competency assessment and sign a performance agreement and be subjected to security clearance. **Application forms should be forwarded to the Head Office.**

Enquiries: Mr SC Zaba, tel. (012) 406-1544/1668

CHIEF CONSTRUCTION PROJECT MANAGERS GRADE A (SENIOR PROJECT MANAGERS) (2 POSTS)

Salary: All-inclusive OSD salary package of R809 988-R926 139 per annum (Ref. 2016/08)

Bloemfontein Regional Office

Requirements: • A National Higher Diploma in the built environment with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCMP OR BTech degree in the built environment with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCMP OR Honours degree in the built environment with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCMP • A valid driver's licence • Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment • Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of a high-performance culture • Communication skills • Problem-solving and analysis skills • Decision-making skills • Conflict management skills.

Duties: • Monitor the performance of project managers under his/her supervision • Mentor, develop and offer technical support to improve performance • Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance 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 project 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 orders and extensions of time, and make recommendations to the approving authority within the Department • Process all interim monthly payments 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.

Enquiries: Mr D Manu, tel. (051) 408-7397

ASSISTANT DIRECTOR: PROPERTY PAYMENTS

Salary: R369 159 per annum (Ref. 2016/09)

Cape Town Regional Office

Requirements: • A 3-year tertiary qualification in Economics, Finance and Accounting • A valid driver's licence • Knowledge of the PFMA, Treasury Regulations and other transcripts • Supervisory experience • Computer literacy • Knowledge of PMIS and BAS will be an added advantage • Appropriate experience in payment of accounts and in the property industry • Report-writing and good communication (verbal and written) skills • Organising and problem-solving abilities • Good financial, interpersonal, analytical and budgeting skills • The ability to manage stakeholders, ie municipalities, client departments, landlords and private individuals • The ability to work under pressure.

Duties: • Supervise expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property-related payments in the region • Implement long-term strategies to contain municipal services expenditure • Ensure a sound property expenditure management system, including minimisation of accounts payable to avoid fruitless and wasteful, irregular and unauthorised expenditures • Assist in the compilation of the Sub-directorate's budget • Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state-owned properties • Ensure that all financial transactions for four stages of the lifecycle of the property are recorded and monitored on PMIS • Implement strategies to ensure good audit reports • Supervise staff and manage their performance according to the PMS.

Enquiries: Mr B Berends, tel. (021) 402-2309

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. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next two months, please regard your application as unsuccessful.

Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered upon submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. No faxed or e-mailed applications will be accepted.

Applications, quoting the relevant reference number and the centre of the post, should be forwarded 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

• **Bloemfontein Regional Office:** The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein 9300

or Room 516, NDPW Building, 18 President Brand Street, for attention: Mr D Manu

• **Cape Town Regional Office:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town 8000, for attention: Ms E Booysen or Ms N Mtsulwana

public works

Department of Public Works
REPUBLIC OF SOUTH AFRICA

Closing date: 22 April 2016

