

DEPARTMENT OF PUBLIC WORKS



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 with persons whose appointment will promote representativity, will receive preference.

NOTE: 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 an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next 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 appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

POST: DEPUTY DIRECTOR: INVESTIGATIONS (2 POSTS) REF NO: 2017/197  
INTERNAL AUDIT AND INVESTIGATION SERVICES

SALARY: R779 295 00 (All Inclusive Salary package) per annum

CENTRE: Head Office (Pretoria)

KEY PURPOSE STATEMENT: To manage and ensure the forensic investigations of alleged activities that comprises the effective and efficient delivery of Departmental services

REQUIREMENTS: A three year tertiary qualification in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Relevant working experience in fraud investigations of which 3 years must have been at management level. Good interpersonal, organisational and communication skills are also required. Good report writing and presentation skills. Analytical and innovative thinking abilities. Computer literacy in MS Office Software. A valid driver's licence.

DUTIES: To plan and implement special forensic operations and projects, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, ensure the referral of alleged serious mismanagement of resources or unprofessional conduct to the relevant authorities, supervise, maintain and co-ordinate the forensic investigators attached to the unit.

ENQUIRIES: Mr M. Mabotja, 012 406 1328

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 10 November 2017

POST: DEPUTY DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2017/198

BUDGET AND PLANNING

SALARY: R 779 295.00 (All Inclusive Salary package) per annum

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year Tertiary qualification in Financial, cost management or relevant qualifications. Relevant experience in budgeting and planning for property related expenditure and willing to adapt to work schedule in accordance with office requirements. Knowledge of the following learning fields is inclusive: Budget and Financial Management; Property Finance; Performance management. Must have knowledge of Public Finance Management Act; Property Management Information system (PMIS); Treasury Regulations; Government Budgeting Procedures; Financial directives and procedures; MS Office Word, Excel & Power Point; Basic research and information gathering. Skills in the following areas: Organisational; Planning; Report writing; Problem Solving; Computer literacy; Research; Creativity; Communication; General office management; Decision making; Analytical thinking; Resourcefulness; Budgeting; Ability to communicate at all levels. Must have the following personal attributes: Interpersonal skills; Understand advance financial concepts; Hardworking; People orientated; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.

DUTIES: Assist with the implementation, monitoring, and evaluation of budget policies and procedures, Manage, source, compile and collate budget allocation with clients; monitoring and facilitating cash flow

management of clients; ensuring compliance, implementation and maintenance of PFMA, Treasury Regulations and other financial prescripts, analysing the departmental financial and general operating information, managing and advising managers on utilization of financial resources, preparing annual budget and update forecast in line with government policies; monitoring, forecasting and projection of future cash flows for the organisation; prepare budget schedules showing baseline amounts and options; control and monitor Property Management Trading Entity expenditure account; monitor the drawing of SAGE reports to verify the accuracy of revised budget inputs; compile reports on over expenditure and under expenditure; prepare the ENE and MTEF Infrastructure schedules, manage the reallocation of Client and Property budgets, Providing information and advice on Property and Client budget allocations; preparing and present budget allocation schedules to clients; liaising with director as well as line function on over and under expenditure; and presenting National Treasury guidelines and processes on budget allocations to stakeholders and clients.

ENQUIRIES: Ms. J Prinsloo, Tel (012) 406 1220

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 10 November 2017

POST: ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 2017/199  
STRATEGIC MANAGEMENT UNIT

SALARY: R417 552 All Inclusive Salary package) per annum

CENTRE: Head Office (Pretoria)

KEY PURPOSE STATEMENT: To assist in coordinating the strategic planning processes in for the Department, Property Management Trading Entity, Public Entities and Built Environment Professional Councils.

REQUIREMENTS: A three year tertiary qualification in public management or related qualifications and relevant experience in the field of strategic and operational planning. Knowledge and understanding of the relevant legislations and frameworks. Presentation skills. Communication and liaison skills. Coordination skills. Planning and organising skills. Analytical skills. Strategic capability and leadership skills. Monitoring and development skills. Computer skills. Financial management skills. Computer literacy. Research skills. Business and process facilitation skills. Managing people and change. Scenario planning. Attributes: integrity, accuracy, diplomacy, assertiveness, attention to detail, ability to work under pressure, ability to work in a team and independently.

DUTIES: Manage the performance information system for the Strategic Plan and Annual Performance Plan, oversee the strategic planning process and planning documents of the public entities and built environment professional councils, assist to coordinate the MTEF Budget Submission and Estimates of National Expenditure submission. Analyse information for strategic planning processes Prepare and submit the environmental scanning reports, which includes policy analysis and relevant Government policies. Assist with the reviewing of strategic areas within the Department. Provide training and support to on government-wide planning, strategic planning and budgeting to ensure continuous improvement of performance information data.

ENQUIRIES: Ms A Naicker Tel (012) 406 1178

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 10 November 2017

POST: ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: 2017/200  
GOVERNANCE, RISK AND COMPLIANCE

SALARY: R 334 545 per annum

CENTRE: Head Office (All Inclusive Salary package) per annum

KEY PURPOSE STATEMENT: Plan, execute and report on assigned forensic investigations in a professional manner thereby ensuring cost effective forensic investigations on behalf of the Department of Public Works.

REQUIREMENTS: A three year tertiary qualifications in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

DUTIES: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations.

ENQUIRIES: Mr M.T. Mabotja, Tel (012) 406 1328

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 10 November 2017

POST: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2017/201

SALARY: R417 552 per annum

CENTRE: Head Office (All Inclusive Salary package) per annum

REQUIREMENTS: Three year tertiary qualifications in Management Services, Operations Management or equivalent qualification. Relevant experience on the organisational development field. Job Analysis Certificate will be an added advantage. KNOWLEDGE of job evaluation related standards, practices, processes and procedures, Public Service Regulations; Organisational Design principles; Project Management; EVALUATE Systems. SKILLS: Interpersonal skills; Report writing; Analytic thinking; Basic problem solving skills; Computer literacy Planning, coordination and organising; People management; Time management; Presentation; Communication; Research methodologies; Organising and planning; Programme and project management.

DUTIES: Develop and maintain the departmental organisational structure and post establishment in line with the strategic plan; Conduct advanced work study investigations with regard to efficiency and effectiveness of work procedures, methods, systems, job designs, and report on findings; Conduct and monitor job evaluations processes in the Department and ensure compliance with relevant prescripts; Develop, review and advice on job descriptions and specifications; Provide advice on organisational design and job evaluation procedures and policies. Render an advisory and liaison service to internal and external customers on organisation development matters. Supervise and develop staff.

ENQUIRIES: Mr Reuben Mahlatjie, Tel (012) 406 1289

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