

Department of Public Works
Re – Advertisement
Divisional Head
Real Estate Management Services

Salary: All-inclusive salary package of R1, 370 973.00 per annum (total package to be structured in accordance with the rules of the Senior Management Service)

• (Ref No. 2017/42)

Centre • Head Office (Pretoria)

This position was previously advertised with incorrect requirements therefore people who applied need not re apply as applications will still be considered.

Job Purpose: • To provide strategic leadership in the implementation of estate management services and general support services.

Requirements: • Post graduate qualification (NQF level 08) in built Environment (Ref No 2017/42) • Law • Finance • Management Sciences or Equivalent qualification • 8-10 years' relevant experience at a Senior Management Knowledge: • Relevant Public Service Regulations • Project Management discipline and life cycle • Project Management Techniques and tools • **Skills:** • People Management and Empowerment • Problem Solving & Change Management • Client Orientation & Customer Focus • Service Delivery Innovation • Financial Management • Computer Literacy • Stakeholder Management • Planning Coordination • Presentation and Facilitation • Quality Management • willingness to adapt to a tight work schedule in accordance with professional requirement • Drivers License and required to travel extensively • **Personal Attributes:** • Good interpersonal relations • Ability to work under pressure • Innovative and creative • Ability to work in a team and independently • Adaptability • Independent thinker • Cost consciousness • Honesty and Integrity • Influencing • Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours • Required to travel extensively.

Duties: • Provide strategic leadership in the development, reviewing of legislation, strategies and policies for estate management services, undertake researches on latest project management tools and methodologies • Process and standards trends • Ensure the development undertake researches on latest project management tools and methodologies, processes and standards trends • Ensure the development and implementation of effective and efficient project management tools and methodologies, processes and standards in the department • Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies • Ensure economic efficiency in the Departments projects • Oversee the execution of construction projects from the initiation through to project closure. Monitor and evaluate quality of project deliverables and ensure that set standards and measurements • Develop the strategic framework and management approach to lease management for both freehold and leasehold portfolio • Develop a master plan to manage the freehold and leasehold portfolios of Government • Manage the acquisition of properties • Oversee the management of property payments • Oversee the management of lease contracts • Develop and implement good corporate governance practices • Provide adequate management to the attainment of the Department's strategic objectives • Manage all the resources allocated to the unit • Develop and maintain interrelations with stakeholders • Facilitate capacity building initiatives • Compile and present reports on the functioning of the directorate • Incorporate and implement new and innovative ideas on the best practices.

The filling of this position will be biased to the appointment of women and people with disability as a first priorities.

Enquiries: Mr SC Zaba tel. (012) 406 1548

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.

Closing date: 25 September 2017



public works

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REPUBLIC OF SOUTH AFRICA**