

Director: Financial Reporting

Salary: All-inclusive salary package of R898 743 per annum (total package to be structured in accordance with the rules of the Middle Management Service) (Ref. 2017/114)
• Head Office

Requirements: • Undergraduate degree (NQF level 7) in Financial Accounting plus 5 years' experience in middle/senior management and reporting • CA(SA) or equivalent qualification will be an advantage • Willingness to travel with a valid driver's licence • Public sector experience. **Knowledge:** • Extensive applied knowledge of the PMFA and GRAP. SAGE Financial Systems will be advantageous • Knowledge of or experience in property and construction asset industry advantage. **Skills:** • Strong analytical and communication (both written and verbal) • Computer literate with advanced Excel skills • Good interpersonal • Presentation, planning and organising and problem-solving • Diplomacy • Ability to work under pressure to meet tight deadlines • Strong negotiation.

Duties: • Design, implement and maintain the Directorate's strategic plans • Provide framework for financial risk assessments • Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks • Compile and present reports on functioning of Directorate and other financial reports required by executives • Manage and coordinate the compilation of financial statements (interim and annual) in accordance to the standards of GRAP, PFMA and other legislator requirements, based on inputs from regional offices and various line function branches • Manage internal and external financial audit, including responding to findings within deadline dates • Provide inputs to the Annual Report • Provide technical accounting support for accounting-related queries from line function or finance units according to the principles of GRAP and for compiling financial statement inputs • Develop and maintain relations with stakeholders • Effectively manage the financial reporting unit and entity maintenance unit • Ensure effective corporate governance processes and sound resources management • Manage the budget and expenditures of the Directorate.

Enquiries: Ms B van der Merwe, tel. (012) 492-3248

Director: Costing, Funding & Budget Management

Salary: R898 743 per annum (Ref. 2017/115) • Head Office

Requirements: • Undergraduate degree (NQF level 7) in Economic and Financial Management and 5 years' experience at middle management level and relevant experience in financial management. **Knowledge:** • Public Finance Management Act (PFMA) • Basic Accounting System (BAS) • Sage X3 • Activity-based costing • Treasury Regulations • Government Budgeting Procedures • Supply Chain Management • Generally Recognised Accounting Practice (GRAP) • Financial directives and procedures • MS Office – Word, Excel & PowerPoint • Understanding of budget and financial management principles and advanced financial concepts. **Skills:** • Strong strategic planning, problem-solving and analytical • Strong communication (at all levels), both written and verbal, and good interpersonal • Computer literate • Willing to adapt work schedule in accordance with professional requirements • Ability to work independently.

Duties: • Prepare all internal and external budgetary planning processes and policies • Provide advisory services to divisional directors and managers on all areas of costing, funding and budget management • Effectively contribute to the development of policies and procedures regarding costing, funding and budget management • Effectively manage PMTE financial sustainability in terms of costing, funding, budget and cash flow • Manage the budget and expenditures of the Directorate • Manage the administration and development of staff • Ensure capacity and sustainability of staff of the Directorate.

Enquiries: Ms J Prinsloo, tel. (012) 406-1220

Director: Finance Revenue and Debt Management (24-month contract)

Salary: R898 743 per annum (Ref. 2017/116) • Head Office

Requirements: • Undergraduate qualification (NQF Level 7) in Financial Accounting/Financial Management or relevant qualification and 5 years' experience at middle managerial level in financial accounting and reporting • CA qualification will be an advantage. **Knowledge:** • Public Finance Management Act (PFMA) • Treasury Regulations • General Recognised Accounting Practice (GRAP) • Generally Accepted Accounting Practice (GAAP) • Public Service Regulations. **Skills:** • Analytical thinker • Good planning and organising • Ability to work under pressure • Be creative and innovative • Ability to communicate at all levels.

Duties: • Design, implement and maintain the Directorate's strategic plans • Lead and provide direction towards realising the Department's strategic plans • Develop detailed audit action plans • Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals • Effectively manage accounts receivables as well as implement and maintain debt risk management system • Ensure that all clients are timely billed • Manage the compilation of accounts receivable financial reports • Collate all sub-directorates' financial reports, including regions • Manage the compilation of financial reports and GRAP accounting of leases • Provide management support to the line manager with compilation of annual financial statements • Facilitate capacity building initiatives • Oversee timely resolution of audit queries • Compile and present reports on the functioning of the Directorate.

Enquiries: Ms B van der Merwe, tel. (012) 492-3248

Director: Property Acquisitions

Salary: R898 743 per annum (Ref. 2017/120) • Head Office

Requirements: • Undergraduate degree (NQF Level 7) in Property Management, Financial Management or Legal Studies or Business Studies or other related field and 5 years' experience at middle management level and relevant experience, with experience in the property environment • Relevant working experience in property management experience • Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage • Willingness to travel • Valid unendorsed driver's licence. **Knowledge:** • Public Finance Management Act • Financial administration • Procurement directives and procedures • Programme and project planning • Market research • Property economics • Reporting procedures. **Skills:** • Effective communication • Advanced report-writing • Computer literate • Planning and organising • Numeracy • Diplomacy • Interpersonal • Policy analysis and development • Problem-solving • Presentation. **Personal attributes:** • Innovative • Creative • Hardworking • Self-motivated • Ability to work under pressure • Ability to communicate at all levels • Analytical thinking • Conflict resolution • Research • Facilitation • Self-starter.

Duties: • Provide guidelines and inputs on drafting plans regarding leased properties • Manage and control property rights and vesting of State land • Ensure compliance with property legislation • Ensure economic efficiency in the Department's leasehold portfolio are in line with market trends • Reconcile revenue and expenditure of all freehold and leased property • Develop business processes • Manage the implementation of strategies for lease management and return of investments for National Government lease portfolio • Develop and implement impact assessment and sustainability protocols for lease management • Monitor long-term approaches to revenue management, accurate property valuations and rentals • Ensure effective functionality of leased properties and freehold portfolio • Ensure effective administration and performance of buildings for client satisfaction • Ensure effective administration of leased properties and freehold portfolio • Provide guidance, reporting and leadership for effective implementation of B-BBEE activities • Provide clear strategies for lease management for regions • Conduct customer satisfaction survey for lease portfolio • Institutionalise measures determined by survey • Manage the performance of service providers • Manage the preparation processes of lease agreements • Reconcile property payments and revenues with leases • Manage litigation and/or arbitration related to property payments and revenue • Ensure effective and efficient utilisation of freehold portfolio • Perform risk management functions on the property portfolio • Create leading benchmarks and practices for lease management within national government • Monitor and ensure property compliance with local regulations and laws.

Enquiries: Mr L Toona, tel. (012) 406-2123/1564

Director: Leasing

Salary: R898 743 per annum (Ref. 2017/121) • Head Office

Requirements: • Undergraduate degree (NQF level 7) in Property Management, Financial Management or Legal Studies or Business Studies or other related field, with relevant experience in the property management • Extensive experience in State land administration and verification

of immovable assets (land and buildings) will be an added advantage • Willingness to travel • Valid unendorsed driver's licence. **Knowledge:** • Broad-Based Black Economic Empowerment Act • Public Finance Management Act • Treasury Regulations • Supply Chain Management Framework • Preferential Procurement Policy Framework • State Land Disposal Act • Procurement directives and procedures • Government budget procedures. **Skills:** • Computer literate • Time management • People management • Negotiation • Coaching and mentoring • Presentation • Report-writing • Planning and organising • Diplomacy • Problem-solving • Facilitation • Effective communication. **Personal attributes:** • Trustworthy • Dependable • Innovative • Hardworking • Analytical thinking • Ability to work under pressure • Self-motivated • Creative.

Duties: • Manage and facilitate the process of identifying properties to be acquired • Develop and implement strategies to guide the acquisition of properties • Develop and implement impact assessment and sustainability protocols for property acquisitions • Develop business processes • Reconcile revenue and expenditure of all acquired property • Ensure compliance with departmental policies on acquisitions • Provide guidelines and inputs on drafting plans regarding leased properties • Manage and control property rights and vesting of State land • Ensure compliance with property legislation • Ensure economic efficiency in the Department's leasehold portfolio are in line with market trends • Reconcile revenue and expenditure of all freehold and leased property • Develop business processes • Manage the implementation of strategies for lease management and return of investments for National Government lease portfolio • Develop and implement impact assessment and sustainability protocols for lease management • Monitor long-term approaches to revenue management, accurate property valuations and rentals • Ensure effective functionality of leased properties and freehold portfolio • Ensure effective administration and performance of buildings for client satisfaction • Ensure effective administration of leased properties and freehold portfolio • Provide guidance, reporting and leadership for effective implementation of B-BBEE activities • Provide clear strategies for lease management for regions.

Enquiries: Mr L Toona, tel. (012) 406-2123/1564.

The filling of the above-mentioned Director positions will be biased to the appointment of women and people with disabilities as first priority.

Professional Quantity

Surveyor (Production) Grade A (2 Posts)

Salary: All-inclusive salary package of R512 244 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

- Pretoria Regional Office (Ref. 2017/122A)
- Port Elizabeth Regional Office (Ref. 2017/122B)

Requirements: • Appropriate degree in Quantity Surveying or equivalent qualification • Registration with the South African Council for the Quantity Surveying Profession (SACQSP) as a professionally registered Quantity Surveyor • 3 years' post-qualification quantity surveying experience • Valid driver's licence.

Duties: • Prepare estimates internally based on quantity surveying standard principles • Verify consultants' quantity surveyors' estimates • Assist Project Managers etc with quantity surveying matters • Verify documentation for tenders based on the Department's manual and guidelines • Audit consultant quantity surveyors' final accounts based on the Department's manual and guidelines • Serve on Bid Specification Committee • Serve on Sketch Plan Committee • Audit consultant quantity surveyors' fee accounts • Check tenant installation costs - including site inspections and meeting with lessors • Hand over inspections for Leasing Section - for checking extras on tenant costs as well as compiling of fault lists (snagging) for newly established leaseholds - including site inspections • Verify consultants' financial reports and CPAP • Ensure adherence to the requirements of professional registration.

Enquiries: Mr S Mohamad, tel. (012) 492-3074 (Pretoria), Mr E Oosthuizen, tel. (041) 408 2045

Assistant Director:

Regional Security Managers (4 Posts)

Salary: R417 552 per annum

- Bloemfontein Regional Office (Ref. 2017/ 123A) • Cape Town Regional Office (Ref. 2017/ 123B) • Nelspruit Regional Office (Ref. 2017/123C) • Kimberly Regional Office (Ref. 2017/123D)

Requirements: • 3-year tertiary qualification in Security Management/ Public Management/ Policing and relevant working experience in security management or related field. **Knowledge:** • Prestige and National Key Points environment will be an added advantage • Familiarity with the Minimum Information Security Standards, OHS, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies • Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. **Recommendations:** • Ability to work independently, analyse problem areas and initiate corrective measures • Experience in policy development • Good communication skills at all levels • Good writing and analytical skills regarding submissions and briefing notes • Ability to make presentations on security matters • Project management skills.

Duties: • Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness) • Implement the departmental security policy and the development of procedural guidelines in the Region • Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office • Develop and implement training and awareness programmes with the assistance of Head Office • Interact with security-related and relevant authorities, ie State Security Agency and South African Police Services • Manage the capacity of Security Management with the assistance of Head Office, SAPS and SSA Provincial Offices • Manage contracted private security service providers • Coordinate security logistics and plans during prestige events • Coordinate security screening of service providers and vetting of NDPW employees.

Enquiries: Mr R Muthanyi, tel. (012) 406-1629

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 with persons whose appointment will promote representivity, 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.

All applications must be forwarded as follows:

Head Office: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or hand delivered at the Central Government Offices Building, Corner Madiba (Vermeulen) 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 hand delivered at 18 President Brand Street, NDPW Building, Room 516, for attention: Mr D Manu

Kimberley Regional Office: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley 8301, for attention: Ms L Mthothala

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

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

Closing date: 29 September 2017

