

DEPUTY DIRECTOR GENERAL: FACILITIES AND SECURITY MANAGEMENT

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)

HEAD OFFICE: (Pretoria) • Ref. No.: 2017/128

NOTE: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

JOB PURPOSE: To provide strategic leadership in the implementation facilities and security management services.

REQUIREMENTS: A post graduate qualification (NQF level 08) in built environment, Property Management, Facilities Management, law, finance, Management Science, Security Management or equivalent qualification • 8-10 years relevant experience at a senior management.

KNOWLEDGE: Relevant Public Service legislation, Knowledge and understanding of project management, Knowledge and understanding of government procurement policy framework, Understanding government planning processes, including municipal planning processes, Horticultural processes/regulations, Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct; Departmental business processes; National Strategic Intelligence Act.

SKILLS: Strategic capability and leadership, Programme and project management, Information and Knowledge management, People Management and empowerment, Problem solving and change management, Policy analysis and development, Client orientation and customer focus, Service delivery innovation, Financial management, Communication (verbal and written), Computer literacy, Stakeholder management, Planning and coordination, Presentation and facilitation, Quality management.

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: Undertake researches on latest facilities management and OHS trends; ensure the development and implementation of effective and efficient property management acts, strategies and policies; ensure that all facilities management policies contribute to the departments' strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the budget framework is in line with Medium Term Expenditure Framework; Manage the review of facilities management business processes • Facilitate completion of agreements between the department and client stakeholders; Ensure effective administration and performance of buildings for client satisfaction; Ensure liaison with all stakeholders including lobbying and advocacy • Ensure the implementation of appropriate security measures and procedures line with MISS and other security prescripts • Conduct facilities maintenance verification for the state properties, Condition assessment facilities; Ensure effective maintenance and function ability of leased properties, Ensure resolution of tenants queries, Calculate, review and maintain assessment data property inventory, Review all buildings to determine any impact on the assessed value of property • Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW, Manage and monitor the implementation of the Built Environment Green Economy Programme, Establishment and management of BEGEP Project Management Office, Manage the provision of management of procured specialised services, Manage the establishment of stakeholder relations with networks with local, African Regional Economic Communities (REC), and International stakeholders • Undertaking of surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects, Development and maintenance of governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks implement statutory compliance awareness programmes • Ensure the identification of risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such • Ensure the development and implementation of appropriate security measures and procedures • Ensure policy development and implementation • Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities, Ensure the effective management of vetting applications and security clearances • Monitor the extent of compliance.

The filling of these position will be biased to the appointment of women and people with disabilities as first priority.

ENQUIRIES: Mr SC Zaba Tel: (012) 406 1548

SENIOR CONSTRUCTION POLICY SPECIALIST (CHIEF DIRECTOR LEVEL)

(2 positions) 12 months renewable contract

SALARY: All-inclusive salary package of R1 127 334.00 per annum

CENTRE: Head Office (Pretoria) • Ref No: 2017/129

REQUIREMENTS: An undergraduate qualification (NQF level 7) in built environment, social Sciences, management sciences or related fields and five years experiences at Senior Managerial Level • A doctoral qualification in the cited or related fields will be an added advantage • Highly experienced and qualified specialist with more than extensive working experience in formulating policies and strategies particularly focused on the public sector • Must have practical experience in implementing policies, strategies as well as projects that include but are not limited to construction projects in the public sector • Must have deeper understanding of how the regulatory environment operates within the context of built environment professions as well as the construction industry • Proof of policy development capacity, skills and experience are a must in the field of construction • Written articles or any academic publication on construction will be an added advantage.

SKILLS: Strategic planning • Programme and project management • Problem identification and solving • Extensive research • Analytical thinking/Sound analysis • Policy formulation • Advanced report writing • Executive management • Language proficiency (English) • Computer utilisation.

KNOWLEDGE: Knowledge of the construction industry in South Africa is a must • Must have extensive knowledge, understanding and implementation experience in policy and strategy development, project planning and execution; construction contracting and procurement; capacity building; enterprise development; transformation • Extensive knowledge of government strategies, policy and legislation • Knowledge of the structure and functioning of the Department; Procurement policies and directives; and Contract administration • Sound knowledge of policies and legislation informing the public works function will be an added advantage.

DUTIES: Lead the review of the Department's two existing white papers • Assess the extent to which the policy positions in the White Papers have been achieved and their continued relevance in realising Government's national priorities and the goals with respect to the construction industry • Direct, manage, finalise and take accountability for research on relevant construction industry related topics approved by the Department • Lead consultations with all relevant stakeholders • Clarify the Department's role in performing oversight and performance management functions relating to the Provincial Departments of Public Works' delivery capabilities, in order to bring about sustainable development • Formulate policy options which articulate the Department's role to effectively regulate, and foster growth and transformation of the construction industry in the country.

EXPECTED RESULTS: Summary of the content of the Department's 1997 and 1999 white papers from a policy perspective • Synthesis report on the policy gaps between the existing white papers and Government's current policy priorities and developmental objectives with respect to the Construction industry • Synthesis research reports/briefs on relevant construction sector related topics approved by the Department • Stakeholder consultation reports • Draft policy options discussion document • Policy position paper which will form an integral part of the new Public Works White Paper.

The filling of these position will be biased to the appointment of women and people with disabilities as first priority.

ENQUIRIES: Ms Florence Rabada Tel. (012) 406 1142

CONSTRUCTION POLICY SPECIALIST (DIRECTOR LEVEL)

(2 positions), (12 months renewable contract)

SALARY: All-inclusive salary package of R948 174.00 per annum

CENTRE: Head Office (Pretoria) • Ref No: 2017/130

REQUIREMENTS: An undergraduate qualification (NQF level 7) in built environment, Social Sciences or related fields and five years experiences at Senior Managerial Level • A masters' degree in the cited or related fields will be an added advantage • Highly experienced and qualified specialist with extensive working experience in formulating policies and strategies particularly focused on the public sector • Must have practical experience in implementing policies, strategies as well as projects that include but are not limited to construction projects in the public sector • Must have deeper understanding of how the regulatory environment operates within the context of built environment professions as well as the construction industry • Proof of policy development capacity, skills and experience are a must in the field of construction • Written articles or any academic publication on construction will be an added advantage.

SKILLS: Strategic planning • Programme and project management • Problem identification and solving • Extensive research • Analytical thinking/Sound analysis • Policy formulation; Advanced report writing • Executive management • Language proficiency (English) • Computer utilisation.

KNOWLEDGE: Knowledge of the construction industry in South Africa is a must • Must have extensive knowledge, understanding and implementation experience in policy and strategy development, project planning and execution; construction contracting and procurement; capacity building; enterprise development; transformation • Extensive knowledge of government strategies, policy and legislation • Knowledge of the structure and functioning of the Department; Procurement policies and directives and Contract administration • Sound knowledge of policies and legislation informing the public works function will be an added advantage.

DUTIES: Review the Department's two existing white papers • Assess the extent to which the policy positions in the White Papers have been achieved and their continued relevance in realising Government's national priorities and the goals with respect to the construction industry • Undertake research on relevant construction industry related topics approved by the Department • Support and document consultations with all relevant stakeholders • Clarify the Department's role in performing oversight and performance management functions relating to the Provincial Departments of Public Works' delivery capabilities, in order to bring about sustainable development • Identify and draft policy options which articulate the Department's role to effectively regulate, and foster growth and transformation of the construction industry in the country.

EXPECTED RESULTS: Detailed write-up of the content of the Department's 1997 and 1999 white papers from a policy perspective • Detailed write-up on the policy gaps between the existing white papers and Government's current policy priorities and developmental objectives with respect to the Construction industry • Detailed research reports/briefs on relevant construction sector related topics approved by the Department • Stakeholder consultation reports and Draft inputs into policy options discussion document • Draft policy position paper which will form an integral part of the new Public Works White Paper.

The filling of these position will be biased to the appointment of women and people with disabilities as first priority.

ENQUIRIES: Ms Florence Rabada Tel. (012) 406 1142

APPLICATIONS quoting the relevant reference number and the centre of the post, should be submitted 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. **Attention:** Ms N.P. Mudau

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.

CLOSING DATE: 29 SEPTEMBER 2017



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

