

**Salary: All-inclusive salary package of R898 743 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2017/02) Cape Town Regional Office**

**Note: All short-listed 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.**

**Requirements:** • A three-year tertiary qualification in Property Management or other related field • Extensive experience in the property environment of which 5 years should be at middle management • A driver's licence. Knowledge of: • Public Finance Management Act • Property economics • Government Budget procedures/time frames • (MTEF) • Construction regulations • Business, accounting and financial systems • Financial administration processes and systems • Work Control System (WCS) • Basic Accounting System (BAS). Skills: • Effective communication • Advanced report-writing • Computer literacy • Planning and organising • Policy analysis and development • Problem-solving • Presentation • Advanced numeracy • Budgeting. Personal attributes: • Innovative • Creative • Hardworking • Self-motivated • The ability to work under pressure • The ability to communicate at all levels • Analytical thinking • Trustworthy • Willingness to adapt work schedule in accordance with professional requirements.

**Duties:** • Verify the client's request to make sure that it was forwarded via the Minister's office • Ensure that an acknowledgment letter is forwarded to the client informing them of the Project Manager assigned to the project, e.g. Interior, Technical • Attend client consultations to establish the need requirements for clients and guide them according to the Ministerial Handbook • Provide a report to clients on progress regarding the project in execution and provide time frames • Ensure a completion letter is forwarded to the client informing them that the project is completed • Issue procurement instruction and pre-design information to Project Managers • Interact with Project Managers regarding Prestige projects • Liaise with Interiors, Technical Maintenance and Inspector with regard to scheduling of appointments with clients • Liaise with Project Managers on progress per project • Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers • Coordinate meetings with executing units and service providers within DPW • Liaise with Finance and Provisioning for issuing of orders and payments to service providers • Liaise with ECDP for contractors on the Prestige database • Optimise Prestige helpdesk as a central point of lodging complaints • Ensure accurate updated Prestige Asset register and Spreadsheet for projects • Use Sub Bid Committee to expedite furniture purchasing • Manage, coach and monitor performance of subordinates • Arrange bilateral meetings with Prestige clients

**Enquiries:** Mr M Sazona, tel. (012) 406-1963/1322

**Note:** It will be expected of the successful candidates to undergo a competency assessment and sign a performance agreement.

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 representativity in the Public Service through the filling of these posts and persons whose appointment will promote representativity 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: 24 March 2017 at 16H00**

