

DEPUTY DIRECTOR:

INTERNAL AUDIT (4 POSTS)

36 Months Contract

Salary: All-inclusive salary package of R779 295 Per Annum
Centre: Head Office (Pretoria) • Ref: 2017/41

Note: it will be expected of the successful candidate to sign a performance agreement and be subjected to security clearance.

Requirements: A three year tertiary qualification in Auditing and Accounting • Certified Internal Auditor • Chartered Account/Post Graduate SAICA qualifications will be an added advantage and a practicing auditor qualifications with extensive experience • Proficient Computer Literacy • Good communication and supervisory skills • Good project management skills • Effective report writing skills • Ability to follow a proactive and creative problem solving approach • Ability to work under pressure and meet deadlines • Membership of SAICA and IIA • Knowledge of Teammate and must have a driver's license will be subjected to security clearance.

Duties: Assist the Director during the strategic planning process and with the planning of audit activities • Develop audit objectives that address the risks controls and governance processes associated with the activities under review; develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; ensure that conference on completion of Audit assignment and present audit results; implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA standards and Unit Policies and Procedure
• Expected to conduct regular audits on key financial controls; governance and compliance audits; performance information audits (predetermined objectives) performance audits and any other specialized audits as identified.
Enquiries: Ms Tebogo Tukisi, at tel: (012) 406 1334

DIVISIONAL HEAD:

REAL ESTATE MANAGEMENT SERVICES

Salary: All-inclusive salary package of R1, 299 501.00 per annum total package to be structured in accordance with the rules of the Senior Management Service)

Centre: Head Office (Pretoria) • Ref: 2017/42

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 of estate management services and general support services.

Requirements: An undergraduate qualification (NQF level 07) in Construction Management or equivalent qualification and a post graduate qualification (NQF level 08) • 8-10 years relevant experience at a senior management in the built environment. **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, driver's 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 researchers on latest project management tools and methodologies • Process and standards trends • Ensure the development undertake researchers 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.
Enquiries: Mr. SC Zaba Tel: (012) 406 1548

SENIOR EXECUTIVE OFFICER: PMTE

Salary: All-inclusive salary package of R1, 442 268.00 per annum (total package to be structured in accordance with the rules of the Senior Management Service)
Centre: Head Office (Pretoria) • Ref: 2017/43

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 and overall management of PMTE in relation to asset management including real estate assets and asset registry, property development and facilities management.

Requirements: An undergraduate qualification (NQF level 07) in built environment discipline and a post graduate qualification (NQF level 08) in the built environment disciplines, management sciences, finance or related fields • 8-10 years relevant senior management experience in the construction and property sectors, investment management and finance. **Knowledge:** Knowledge of the construction and property sector policies and regulations and 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. **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.

Duties: Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures to support the implementation • Develop the strategic and annual performance plans for the entity in line with the national government priorities • Establish and maintain governance structures • Ensure the development of a comprehensive risk management strategy • Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximisation • Manage the provision of office accommodation to client departments through the construction and leaseholds • Ensure the development and implementation of norms and standards and maintenance plans for state assets • Oversee the development, management and maintenance of asset register • Development and implementation of the built environment Green Economy Programmes and institutionalisation of Operation Phakisa within the PMTE • Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries • Oversee the implementation of GIAMA Provide strategic leadership in of the implementation asset management • Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).
Enquiries: Mr. SC Zaba Tel: (012) 406 1548

DIRECTOR: LITIGATION

Salary: All-inclusive salary package of R 898, 743.00 per annum (total package to be structured in accordance with the rules of the Senior Management Service)
Centre: Head Office (Pretoria) • Ref: 2017/44

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.

Requirements: A four year tertiary qualifications or LLB Degree plus admission as an Advocate/Attorney of the High Court • Five year of experience at a senior management level with extensive relevant experience in litigation, management of contracts and legislative drafting • Experience in handling labour disputes. Sound knowledge of the South African Legal System • Knowledge of the mandate and functions of the Department • Knowledge of PFMA, PAIA, PAJA, Employment Equity Act, Public Service Act and related policies • Knowledge of the functioning of National, provincial and Local Government and interpretation of legislation • Ability to communicate at all levels, particularly at executive level • Sounds analytical, problem identification and solving skills • Ability to meet tight deadlines whilst delivering excellent results, computer literacy, advances interpersonal and diplomacy skills • Valid driver's licence.

Duties: Effective management support of legal services: Provide legal advice, guidance and opinion to the Minister, top management and the Department at large (including Regional Offices) in of matters on interpretation and implementation that may arise • Draft legislation (both primary as well as secondary) for Departmental use • Draft and amend various contracts to ensure legal acceptability thereof and the protection of the interest of the Department, including the drafting of and commenting on standard contract forms and other standards document formats. **Effective management of litigation functions:** Liaise between the Department and various offices of the State Attorney on all litigation matters • Provide assistance to the HR component regarding labour relations by presiding over disciplinary hearings, and provide legal advice on labour relations issues. **Effective management of the component:** Compile other interim audit reports required by the Director – General during the year, respond to all queries received from the Director – General Offices.
Enquiries: Mr. B Ntlou, at tel: (012) 406 1276/1249

Applications: The Director General, Department of Public Works Private Bag X 65, Pretoria, 0001 or Central Government Office, Cnr Madiba (Vermeulen) and Bosman Streets Building, Pretoria. **Attention:** Ms NP Mduau

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of vacant 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 candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Certified documents should not be older than three (3) months. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. No faxed or e-mailed applications will be accepted. NB: 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 your appointment is subjected to verification of qualifications and a security clearance. Application must reach us by no later than 16h00 of the closing date. Application received after the closing date will not be considered. Please forward your application, quoting the relevant reference number, to the address mentioned.

CLOSING DATE: 16H00, 25 AUGUST 2017