

DEPARTMENT OF PUBLIC WORKS



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 with persons whose appointment will promote representativity, 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. People with disabilities are encouraged to apply

POST: DIRECTOR IT PROJECTS (IT PROJECTS)
CORPORATE SERVICES

REF NO: 2018 / 56

SALARY: All-inclusive salary package of R948, 174 per annum. (Total package to be structured in accordance with the rules of the senior management services)

CENTRE: Head Office

Note: It will be expected of the successful candidates to undergo a competency assessment and to sign a performance agreement. All short-listed candidates will be subjected to a technical exercise that intends to test relevant elements of the job.

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Information Technology, Computer Science or related qualifications. coupled with 5 years managerial experience at Middle/Senior Management level. Extensive relevant experiences in IT Project Management with appropriate IT Project management, a Project management qualification, preferably PMP or Prince 2 certification sound HR management skills, Budget control and financial management skills, IT application development experience, contract management skills, good communication and report- writing abilities.

DUTIES: The successful candidate will be responsible for: managing the Information and Communication Technology (ICT) project office, with multiple projects using agreed methodologies, participate in IT strategy formulation, manage the following key project management knowledge areas: Project integration management; scope management; time management; Project quality management; Project human resources management; Project communications management; Project risk management; Project procurement management. Manage e – Government projects for the Department, manage applicable government Information Technology Officers Council (GITOC) projects, implement project management methodologies to cover end –to end project life cycle, manage Information Technology contracts, provide input to the ICT strategy formulation, allocate project management resources and balance resources for optimum management of projects, formulate and negotiate service level agreements with service providers, keep abreast of tenders and projects that will impact information services, determine applications standards for the project office, ensure adequate documentation of all applications systems used in the project office, manage research of new project management approaches and technologies, manage project contracts, play a key role in risk management, Identify staff training needs and arrange for training, manage staff performance and provide honest feedback, manage the change control and problem management matters related to projects.

ENQUIRIES: Mr. E Ledwaba, Tel (012) 406 1275

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 17 August 2018 at 16h00

POST : EXECUTIVE OFFICE MANAGER: CORPORATE SERVICES

REF NO: 2018/57

SALARY: All-inclusive salary package of R697, 011.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service Regulation, Wide range of office management and administrative tasks, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure.

DUTIES: Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets, Develop the work plan for the unit and ensure effective prioritisation and resource planning, Agree on the training and development needs of the unit, Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES: Ms NP Mudau Tel: (012) 406 1548

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

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