

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 **NB**: 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.

MANAGEMENT ECHELON

POST 08/155 : **CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO 2018/38 (12 MONTHS CONTRACT)**

SALARY : All-inclusive salary package of R1 127 334.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Manage IAR related data and systems and the integration with wider business; Ensure that the Asset Register is in compliance with GIAMA and Sector Guide; Manage data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc.; Ensure the completeness of IAR data in context of U-AMP, C-AMP, WIP etc; Manage the development and implementation of support tools, standard operating procedures and control frameworks associated with management of the integrity of the IAR (Manual and Automated controls). Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Manage projects work plans and revise as appropriate to meet changing needs and requirements ;Report on all projects executed; Ensure appropriate support is provided to the Operation Take Back; Ensure that the IAR programme outstanding issues are cleared in a timely manner. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets..

ENQUIRIES : Mr. Swanzie Matthews Tel, (012) 406 2074/ 1143

FOR ATTENTION : Ms N.P Mudau

CLOSING DATE : 09 March 2018 at 16H00

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,

NOTE : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/156 : **CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT REF NO 2018/42**
 Re-Advertisement
 The filling of this position will be biased to the appointment of women as first priorities
 The incumbent will be responsible for managing construction management chief directorate for the Construction Management Branch

SALARY : All-inclusive salary package of R 1 127 334.00.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Engineering, Construction Management Architecture, Quantity Surveying or Town Planning as recognized by SAQA . Extensive relevant experiences in the built environment coupled with 5 years managerial experience at Senior Management level. Compulsory Professional Registration with relevant South African Council. SKILLS: Advanced report-writing and communication skills, Language proficiency, Analytical thinking, Facilitation skills, Strategic planning skills, Time management skills, programme and project management skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA), client relations, financial management and office management. Ability to effectively and efficiently work under pressure. Ability to meet tight deadlines whilst producing excellent results. Able to establish and maintain personal networks and Willingness to adapt to a tight work schedule in accordance with professional requirement. Drivers licence. Required to travel extensively

DUTIES : To effectively manage Department's projects identified for construction or upgrade using Construction Management Methodology. Briefing of Service Providers on well-defined needs and project scope. Perform project planning activities. Manage and control project built environment professionals. Manage and control project designs. Procurement of workers on site. Manage and control project budget and expenditure. Monitoring of the projects under execution. Programming and co-ordination of activities on site. Perform Project Cost Management. Perform Scope Management. Perform Project Human Resource Management (inclusive of payroll management and compliance with legislative requirements). Perform Project Programming (critical path analysis, precedence diagram and Gantt Charts). Generate progress reports. To structure the projects delivery model along IDIP & IDMS methodologies. Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Re-arranging the Professional Services resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies. Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. To ensure good corporate governance and management of the Chief Directorate. Provide strategic and management reports. Provide adequate management to the attainment of the department's strategic objectives. Manage all the resources allocated to the Chief Directorate. 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 B Mokhothu, Tel (012) 406 1995

FOR ATTENTION : Ms N.P Mudau

CLOSING DATE : 09 March 2018 at 16H00

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,

NOTE : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo

full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/157 : **DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT (12 MONTHS CONTRACT)**
REF NO 2018/43

SALARY : All-inclusive salary package of R948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Manage the planning and execution of physical verification of land and buildings over a 5 year circle; Manage the planning and execution condition assessment of buildings and significant components over a 5 year cycle; Ensure completeness of coastal reserves through identification, surveying and verification; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Ensure the updated register; Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets; monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets. undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all Immovable Asset Register policies contribute to the departments` strategic objectives; Manage the development of strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

ENQUIRIES : Mr. Siboniso Sokhela Tel, (012) 406 1143/2043

FOR ATTENTION : Ms N.P Mudau

CLOSING DATE : 09 March 2018 at 16H00

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,

NOTE : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/158 : **DIRECTOR: IAR PROJECTS AND DATA ADMINISTRATION REF NO 2018/47**

SALARY : All-inclusive salary package of R 948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills. Ability to work under pressure.

Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Manage IAR related data and systems and the integration with wider business; Ensure that the Asset Register is in compliance with GIAMA and Sector Guide; Manage data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc.; Ensure the completeness of IAR data in context of U-AMP, C-AMP, WIP etc; Manage the development and implementation of support tools, standard operating procedures and control frameworks associated with management of the integrity of the IAR (Manual and Automated controls). Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Manage projects work plans and revise as appropriate to meet changing needs and requirements ;Report on all projects executed; Ensure appropriate support is provided to the Operation Take Back; Ensure that the IAR programme outstanding issues are cleared in a timely manner. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES FOR ATTENTION CLOSING DATE APPLICATIONS : Mr. Siboniso Sokhela Tel, (012) 406 1143/2043
: Ms N.P Mudau
: 09 March 2018 at 16H00
: 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,

NOTE : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/159 : **DIRECTOR: IAR CONCURRENT MANDATE (12 MONTHS CONTRACT) REF NO 2018/48**

SALARY : All-inclusive salary package of R 948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS : Head Office (Pretoria)
: Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Ensure the development and implementation of Immovable Asset Register policies and procedures, frameworks & guidelines, norms & standards and strategies at all government spheres; Manage IAR compliance with PFMA, GIAMA, Modified Cash Standard/ GRAP, related prescripts and essential policies and procedures; Provide necessary support, advice and guidance to national, provincial and local government custodians to ensure a compliant IAR and uniformity in the accounting of state immovable assets; Monitor, evaluate and report on the implementation and maintenance of IARs essential policies and procedures Analyse and incorporate deeds download into the National and Provincial IARs; Facilitate the rectification of erroneously vested land parcels by National and Provincial custodians, eg, police stations vested in the name of the Province; Monitor fair value progress in Provinces and other National Custodians IAR as approved by Technical MinMec and as per the Immovable Asset guide; Provide support to the Operation Bring Back programme. Successful execution of the IAR Concurrent mandate through continuous interaction with key stakeholders; Facilitate the process of section 42 transfers; Registered Owner Rectification (incorrectly vested properties in the name of National or Provincial Government);Eliminate all duplications among custodians; Investigate dual ownership and change of registered owner; Ensure that Provinces and other National Custodians are appropriately empowered with the information to successfully execute their IAR responsibilities. Provide advisory support to management on asset register; Manage budget and

- expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets.
- ENQUIRIES FOR ATTENTION** : Mr. Siboniso Sokhela Tel, (012) 406 1143/2043
- CLOSING DATE** : Ms N.P Mudau
- APPLICATIONS** : 09 March 2018 at 16H00
- NOTE** : 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,
- General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.
- POST 08/160** : **DIRECTOR: IAR CONTROLLER AND REPORTING (12 MONTHS CONTRACT) REF NO 2018/49**
- SALARY** : All-inclusive salary package of R948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
- DUTIES** : Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks; Ensure regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements; Monitor and evaluate the effectiveness of IARM policies and procedures; Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the IFS and A FS; Ensure that all capital projects are correctly recorded on the IAR on a monthly basis; Manage de-recognition of replaced assets and ensure that they are de-recognised at a correct value; Manage key stakeholder expectations and customer requirements; Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers; Ensure all improvements to state property are appropriately identified and recorded in the IAR; Ensure that information contained in the IAR enables Itemised Billing; Ensure that changes of User Department and Lease status received from the relevant Business Units are correctly and timeously updated on the IAR; Manage application of Deemed Cost to all properties acquired at no cost; Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets; Manage the design and implementation of the audit remediation and improvement plans for immovable assets.
- ENQUIRIES FOR ATTENTION** : Mr. Siboniso Sokhela Tel, (012) 406 1143/2043
- CLOSING DATE** : Ms N.P Mudau
- APPLICATIONS** : 09 March 2018 at 16H00
- 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,

NOTE : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment.

OTHER POSTS

POST 08/161 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING: PMTE FINANCE AND SCM REF NO: 2018/50 (24 MONTHS CONTRACT)**

SALARY : R417, 552.00 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three (3) year tertiary qualification in Financial Accounting or equivalent qualification (NQF Level 6) plus appropriate finance experience. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Knowledge or experience in property and construction asset industry advantage. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Assisting in the implementing of efficient and effective finance systems to manage accounts and be able to report on a regular basis. Assist in the development and implementation of audit action plans. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting, compliance certificate reporting.

ENQUIRIES : Ms S Stipec, Tel no: (012) 406 1863
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town 8000
FOR ATTENTION : Ms E Booysen
CLOSING DATE : 09 March 2018

POST 08/162 : **ASSISTANT DIRECTOR: PMTE: FINANCE AND SCM REF NO: 2018/51**

SALARY : R417, 552.00 per annum
CENTRE : Head Office
REQUIREMENTS : A three (3) year tertiary qualification in in Financial Accounting or equivalent qualification plus relevant finance experience with a GRAP practical experience performed. A valid driver's licence and willingness to travel for official purposes. Knowledge: A candidate must have public sector experience with applied knowledge of the PFMA, Treasury Regulations, and GRAP. SAGE Financial Systems experience will be advantages. Skills: Sound analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline.

DUTIES : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on movable assets, intangible assets and finance leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate's supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.

ENQUIRIES : Ms S Stipec, Tel (012) 406 1863
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 : 09 March 2018 at 16h00

POST 08/163 : **ASSISTANT DIRECTOR: ADULT LEARNING: HUMAN RESOURCES DEVELOPMENT REF NO: 2018/52**

SALARY : R 417,552.00 Per annum
CENTRE : Head Office
REQUIREMENTS : A three (3) year tertiary qualification in (HRD/M) Human Resource Development, Human Resource Management, Public Management, Management Sciences, Social Sciences or relevant qualification (NQF Level6) with experience in the Education and Training environment• ODETDP Certificate will serve as an added advantage Appropriate experience in training and development practices Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development• Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD Excellent Computer skills in MS Excel, PowerPoint and MS Words Data analysis techniques Report Writing skills Ability to communicate at all levels Excellent Communication(verbal & written) and Analytical skills Interpersonal relations and the ability to perform under pressure Mentoring and Coaching. Valid driver's license.

DUTIES : To develop Adult Learning and Training (AET) turnaround strategy for the Department. Co-ordination and implementation of Departmental AET activities. Create and maintain AET database. Facilitation of appointment of accredited AET service provider. Monitoring and evaluation of AET Programme. Report on AET activities. Conduct need analysis for RPL. Develop the National Recognition of Prior Learning (RPL) Implementation Plan. Monitoring and evaluation of RPL Programme. Report on RPL Programme. Management and administration of Career Management and Compulsory Induction.

ENQUIRIES : Mr. S Mwanza, tel. (012) 406 1300
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 : 09 March 2018 at 16h00

POST 08/164 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2018/53**

SALARY : R417, 552.00
CENTRE : Head Office
REQUIREMENTS : A three (3) year tertiary qualification in (HRD/M) Human Resource Development, Human Resource Management ,Public Management, Management Sciences, Social Sciences or any relevant qualification (NQF Level 6) with experience in the Education and Training environment• ODETDP Certificate will serve as an added advantage Appropriate experience in training and development practices Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development• Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD Excellent Computer skills in MS Excel, PowerPoint and MS Words Data analysis techniques Report Writing skills Ability to communicate at all levels Excellent Communication(verbal & written) and Analytical skills Interpersonal relations and the ability to perform under pressure Valid driver's license.

DUTIES : To conduct a skills audit in the Department To develop the Departmental WSP and National Training Calendar Submit the WSP and ATR to Line Function SETAs Advise on the implementation of the WSP. Act as a resource person between SETAs and the Department. Co-ordinate the Training Committees Meetings Compile Skills Planning Report Advise on Quality Assurance requirements set by the Line Function SETAs.

ENQUIRIES : Mr. S Mwanza, tel. (012) 406 1300
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 : 09 March 2018 at 16h00