

## 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.*



**CLOSING DATE** : 23 February 2018 at 16h00

**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

## OTHER POSTS

**POST 06/49** : **DEPUTY DIRECTOR: SECURITY MANAGER: (PRESTIGE SECURITY)**  
**REF NO: 2018/40**

**SALARY** : All-inclusive salary package of R779 295 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualifications in security management or Policing (NQF level 6). Extensive experiences in Prestige and information security and supervisory experience in Prestige and VIP security. Valid driver's licence. Be prepared to travel extensively. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), and conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy.

**DUTIES** : Develop and implement information security in Prestige environment, develop, implement and Monitor uniform security standards in Prestige Offices and residences, Conduct security audits to Prestige sites and make recommendations, Oversee the effectiveness of the implemented security measures and system in Prestige. Conduct regular inspections to the installed security measures in Prestige sites. Develop and implement Information Security strategy during the implementation of Prestige projects, facilitate security screening of Prestige service providers, facilitate access of Service Providers to Prestige sites.

**ENQUIRIES** : Mr R Muthanyi, Tel. (012) 406 1629

**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

**POST 06/50** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2018/41**

**SALARY** : All-inclusive salary package of R417 552 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Bloemfontein Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Human Resource/Public Management or equivalent qualification in Social Science (NQF Level 6). Appropriate experience in Human Resource Training & Development. Knowledge and

**DUTIES**

understanding of Skills Development Act, OHSA, BCEA, PFMA, LRA, PSA etc. Conflict & Mediation management skills. Good Communication, Presentation and Facilitation skills. Computer Literacy. Valid Driver's license.

: Advise and consult with the line managers on Training & Development, Bursary and Performance Management issues. Pro-active project and manage departmental training interventions. Maintain bursary administration, performance management database and training and development. Implement the Performance Management Development Systems in the region. Implement and maintain all HR development programmes, policies and interventions for the region. Report to the Head Office on training and development needs and programmes. Lead sub-projects on organizational development interventions in the region. Provide reports on bursary administration, Performance Management Development System, training and development including the co-ordination of the Human Resource Development committee. Development administrative functions.

**ENQUIRIES**

: Mr. D Manus Tel: 051 408 7397

**APPLICATIONS**

: The Regional Manager, Department of Public Works, Private Bag X 20605, 18 President Brand Street Bloemfontein 9300

**FOR ATTENTION**

: Mr. D Manus