

Department of Public Works

CHIEF DIRECTOR: INTERNAL AUDIT

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)

• Ref no 2018/18 • Head Office: Pretoria

Requirements: • Undergraduate qualification (NQF level 7) in Internal Auditing/Auditing and Accounting • A Certified Internal Auditor • CA(SA) or studying towards CA will be an added advantage • 5 years' experience at a senior management level and extensive experience in auditing - must be a practising professional • A registered member of the Institute for Internal Auditors • **Knowledge:** • Auditing and Accounting standards • Standards for Professional Practice of Internal Auditing • Treasury Regulations and Public Finance Management Act • Institute of Internal Auditors Code of Ethics • Risk management and lead combined assurance model • Team-mate Audit Software and ACL • **Skills:** Leadership & Supervision • Strategic and Change Management • Proficient computer literacy and Numeracy • Advanced communication (verbal and written) • Advanced Project Management • Advanced Report writing • Organisation and Co-ordination • Interpersonal • Negotiation, Analytical thinking, and Interviewing • Ability to influence others and Conflict management **Personal Attributes:** Professional conduct and representation • Integrity, • Diligence • Dedication • Honesty • Exercise prudence with confidential information • Innovation • Solution Oriented • Ability to work under pressure and meet deadlines • Ability to communicate at all levels • Maintain Unit independence and objectivity • A valid Drivers' license • Must undergo security clearance.

Duties: • Direct Internal Audit Activities for Head Office, Regions and Computer audits. Develop the risk based strategic and operational plan for the component • Ensure effective implementation of the Operational • Plan Review and quality assure work produced by the Component • Identify audit approaches and methodologies suitable for Internal Auditing • Conduct annual risk reliance reviews and lead the Combined Assurance Model • Identify and Manage the risks for the component • Implement and Monitor the Quality Assurance Improvement Programmes for the Component • Ensure Component's compliance with all the relevant statutory requirements, acts and professional practices • Monitor and ensure Component's achievement of its strategic goals and those of the Department • Provide management with advise and recommendations on effective risk management, good systems of control and corporate governance • Present unit activities and audit outcomes regularly to Director General and Executive Management • Report to the Audit Committee the performance of the Unit against the plan and other related activities • Co-ordinate the review and update of the Audit Committee Charter and Unit policies annually • Coordinate the evaluation of performance of the Audit Committee • Effective management of co-sourced activities • Effective management of the Component and Performance Management and Development of the staff • Ensure that personnel's conduct is in compliance with Institute of Internal Auditor's Code of Ethics and Department's Code of Conduct • Establish and maintain policies and procedures to direct technical, miscellaneous and administrative functions in the Component • Financial management of the Component • Provide support to the Audit Committee.

Enquiries: Ms T Tukisi, tel. (012) 406 - 1334

Director: Finance (Revenue and Debt)

Salary: All inclusive salary package of R948 174.00 per annum (24 month contract) (Total package to be structured in accordance with the rules of the Senior Management service)

• Ref no 2018/28 • Head Office, Pretoria

Requirements: • An undergraduate qualification (NQF Level 7) in Financial Accounting/Financial Management plus 5 years' at middle/senior managerial level and experiences in revenue & debt management and financial reporting • Post qualification in finance will be an added advantage knowledge of the Public Finance Management Act (PFMA), Treasury Regulations • General Recognised Accounting Practice (GRAP) • Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Analytical skills • Good planning and organizing skills • Being able to work under pressure • Be creative, innovative and have the ability to communicate at all levels.

Duties: • The designing, implementation and maintenance of the Directorates' strategic plans • Lead and provide direction towards realising the Department's strategic plans • Develop detailed audit action plans • Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals • Effective management of accounts receivables as well as the implementation and maintenance of debt risk management system • Ensure that all clients are timely billed • Manage the compilation of accounts receivable financial reports • Collate all sub-directorate financial reports, including regions • Manage the compilation of financial reports and GRAP accounting of leases • Provide management support to the line manager with compilation of annual financial statements • Facilitate capacity building initiatives • Oversee timely resolution of audit queries • Compile and present reports on the functioning of the directorate.

Enquiries: Mr Mandla Sithole, tel. (012) 406 - 1698

Director: Strategic Planning

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)

• Ref no 2018/39 • Head Office, Pretoria

Key purpose statement: • To lead and coordinate the development of the 5 Year Strategic Plan and Annual Performance Plan of the Department of Public Works and the Property Management Trading Entity.

Requirements: An undergraduate qualification (NQF 7) or equivalent in Administration/Management • 5 years' at Middle/Senior managerial level and experiences in a Strategic Planning and/or Monitoring and Evaluation • Knowledge of the Framework for Strategic Plans and Annual Performance Plans • Framework for Managing Programme Performance Information • Public Financial Management Act (PFMA), National Treasury Regulations and other Public Service prescripts • Valid driver's. **Skills and Competencies:** • Strategic financial management skills • Strategic leadership capability • Communication skills (verbal and written) • Computer literacy • Project management skills • People and resource management skills • Research and development expertise • Strategic change and risk management • Presentation and facilitation skills.

Duties: • Coordinate, facilitate and guide the Department's strategic planning process towards the development of the 5 Year Strategic Plan • Annual Performance Plan and Operational Plans • Provide capacity development, technical advice and support to the Department in the development of the Strategic Plan, Annual Performance Plan and Operational Plans including the setting of appropriate indicators, targets and standards • Coordinate, facilitate and guide the Department's process towards the development of Implementation Plans in terms of the Department of Planning, Monitoring and Evaluation Guideline 2.3.3 • Research and analyse Government's priorities including the NDP, MTSF, Growth & Development Strategies, the Performance Agreement between the Minister and any other relevant long-term government plans; Analyse Strategic Plans and Annual Performance Plans of the Public Entities and BEPCs and provide guidance to the Public Entities and Built Environment Professional Councils during the strategic planning process • Develop and implement procedures, tools and systems for effective organisational performance information management and strategic planning • Manage the MPAT process for Strategic Management • Develop, maintain and update the Strategic Management System for planning purposes • Conduct strategic analysis and annual strategic reviews in the context of both Government and the Department's commitments • Ensure integration of the strategic planning processes with other processes such as budgeting, risk management, quarterly progress reports and audit action plans • Assist with the compilation of the MTEF budget submission, Annual Report and Estimates of National Expenditure of the Department • Manage and respond to audit queries, collect data for performance audits and document management • Develop policies and procedures to ensure that the Department maintains an efficient, effective and transparent system and internal controls regarding performance management • Assist in the compilation of relevant documents and speeches • Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting.

Enquiries: Ms A Naicker, tel. (012) 406 - 1170

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. 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 3 months after the closing date, 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

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.

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.

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: 16 February 2018 at 16:00 pm



Department of Public Works
REPUBLIC OF SOUTH AFRICA