

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.

APPLICATIONS : Mmabatho Regional: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile

Pretoria Regional: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele.

CLOSING DATE: 02 November 2018

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.

ERRATUM:

Kindly be advised that the four (4) positions of Security Officers Ref No: 2018/165 advertised on Circular No: 42 were advertised with the incorrect Salary Level (R136 800). The correct Salary Level is R 115 437.

Kindly be advised that the two (2) positions of Assistant Director: Internal Control and Investigations Ref No: 2018/132A and Ref No: 2018/132B advertised on Circular No: 42 were advertised with the incorrect title and duties. The correct advert is as follows:

ASSISTANT DIRECTOR: INTERNAL CONTROL (2 POSTS)

(Note: Those who applied previously are encouraged to re-apply)

SALARY: R356 289 per annum

CENTRE: Pretoria Regional Office Ref No: 2018/132A (X1 Post)

Mmabatho Regional Office Ref No: 2018/132B (X1 Post)

REQUIREMENTS: A three year tertiary qualification in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Minimum 3 years Management experience; Extensive working experience in the environment of Internal Control or Auditing or equivalent. **Knowledge:** Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) ; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites ;ICT Procurement. **Skills:** Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines ;Computer literacy (MS Word, Excel, PowerPoint and Outlook). **Personal Attributes:** Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.

DUTIES: The effective implementation of internal compliance impacting on Finance, Supply Chain Management and Legal Contract performance; Monitor whether finance and supply chain objectives are consistent with Government's broader policy; Ensure that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts; Ensure that the reduction of regional economic disparities is promoted; Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes; Coordinating internal compliance review and monitoring activities; Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy ;for the Department; Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury; Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis; Reporting non-compliant/irregularities to National treasury monthly; Compile report on Non-compliance for condonation for purpose of Financial statements; Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties; Make follow up on cases of financial misconduct referred to investigations; Adopt systematic approach to prevent the risk; Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; Supervise staff and employment-related processes. Reporting non-compliant/irregularities to National treasury monthly.

ENQUIRIES: Mr MJ Maluleke, (PTA) Tel no 012 492 3189

Mr A Matseke (Mmabatho) Tel no 018 386 5268