

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** : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 30 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 note that the post of Senior Administrative Officer: Office of the Chief Director User Demand Management with Ref No: 2018/188 advertised on Public Service Vacancy Circular 44 dated 02 November 2018, has been withdrawn.

OTHER POSTS

- POST 46/52** : **ASSISTANT DIRECTOR: SCM LOGISTICS TRAVEL REF NO: 2018/208**
- SALARY** : R356 289 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in Finance or Administration, Logistics, Business Management or Public Management and related Travel Management experience at supervisory level. Computer skills (Word/ Excel / Powerpoint) and a valid driver's license are compulsory. Knowledge of the National Treasury Travel Management Framework, Accounting and Business Processes, Supply Chain Management, IT Systems (PERSAL and BAS), Public Finance Management Act, PPPFA, Public Service Act and the National Treasury Regulations, Employment Equity Act, Basic Conditions of Employment Act, Collective Agreements and the Condition of Service Regulations and Procedures. Knowledge of Accounting and Business Processes. Skills: Advanced Communication Skills (verbal and written), Financial Management. Ability to handle confidential information. Analytical thinking. Ability to travel and work long hours.
- DUTIES** : Coordinate the placement of orders for travel. Co-ordinate the roll out and day to day management of an online travel booking system. Verification, preparation and collation of payment documents. Manage the service levels of the Travel Management Company, provide secretariat support to the SLA meetings and provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; review, implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices; ensure compliance to 30 day payments and efficient turnaround times. Compile monthly, quarterly, interim and annual financial reports for Logistics. Provide weekly and monthly statistics and reports on Travel; collate,

capture data and maintain registers and prepare presentations on Travel. Prepare responses with regard to the resolution of audit queries-gather information to resolve audit queries. The effective service delivery - manage improvement of service delivery activities within the sub-directorate; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients- obtain feedback and monitor identified problems and address them through revised work processes; ensure proper communication in informing officials of revised processes; conduct workshops and training sessions. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration -: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise e and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES :

Nozipho Zama Tel No: (012) 406 1756

POST 46/53 :

SENIOR ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2018/209

SALARY :
CENTRE :
REQUIREMENTS :

R299 709 per annum

Head Office

A three year tertiary qualification in Financial Management, Supply Chain Management or equivalent qualification. Relevant experience in movable asset management/ assets life cycle management and reconciliation. Knowledge of Accounting principles and Business Processes, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, Financial Systems (LOGIS and BAS), Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Resource Management, Project Management, Computer Literacy. Ability to handle confidential information. Analytical thinking. Ability to work independently. Ability to work for long hours. A Valid Driver's licence.

DUTIES :

The effective administration of planning and acquisition process for movable assets-: effectively assist in the drafting of Movable Asset Management policies and procedures; perform asset needs assessment; assist in the development of acquisition plan with regards to movable assets; verify ICN and Item codes; make follow- ups on outstanding Orders (assets); check quantity, quality and correctness of assets on delivery; receiving of assets on LOGIS. The effective implementation of operational plan for movable asset: implement processes for efficient management of movable assets; verify assets within the department; update and maintain the movable asset register; administer stock audits and stock takes, asset identification, bar coding and standardization of asset naming and description; report on variances; prepare relevant reports for management and auditors. Implement mechanisms to safeguard assets against inappropriate use or loss; ensure that assets are appropriately utilised. Provide support in the development of a disposal plan for movable assets-: conduct periodic reviews of asset schedule to determine dispositions; identify assets for disposal. Prepare relevant reports for Management and Auditors. Co-ordination of audit queries. Supervise and develop staff-: assist in training and development of staff; assist in ensuring that performance appraisals are carried out as directed by HRD unit; assist in ensuring compliance with disciplinary and grievance code; assist in ensuring effective communication with staff.

ENQUIRIES :

Mr T Mamabolo Tel No: 012 406 2120