

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** :
- 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.
- Durban Regional:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Or Hand Deliver to Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Mr R Joseph
- Bloemfontein Regional:** The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus
- Nelspruit Regional:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to Nedbank Building, 30 brown street, 9th floor, Nelspruit, 1200. For Attention: Mr E Nguyuzza
- Johannesburg Regional:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau
- 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
- Port Elizabeth:** The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056 or Hand Deliver to Eben Donges Building, 294 Hancock Street, North End. For Attention: Ms F. Clark.
- Kimberley Regional:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
- Polokwane Regional:** The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa
- Cape Town Regional:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town. For Attention: Ms N. Mtsulwana
- Mthatha Regional:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street PRD II Building 5th Floor Mthatha. For Attention: Mr S Makhonzi
- CLOSING DATE** : 02 November 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 42/47 : **CHIEF CONSTRUCTION PROJECT MANAGER - GRADE A (SENIOR PROJECT MANAGER) (X4 POSTS)**

SALARY : R991 281 - R1 133 427 per annum (All-inclusive (OSD) salary package)

<u>CENTRE</u>	:	Mmabatho Regional Office Ref No: 2018/103A (X2 Posts) Cape Town Regional Office Ref No: 2018/103B (X1 Post) Port Elizabeth Regional Office Ref No: 2018/103C (X1 Post)
<u>REQUIREMENTS</u>	:	A National Higher Diploma/ B. Tech degree (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. A valid driver's licence, Compulsory registration with the SACPCMP as a Professional Construction Manager, Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision-making skills, Conflict management skills.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES</u>	:	Mr W. Hlabangwane Tel No: 012) 406 1734
<u>POST 42/48</u>	:	<u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: 2018/104 (X1 POST)</u>
<u>SALARY</u>	:	R991 281 - R1 133 427 per annum (all-inclusive (OSD) package)
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng/ BSC (Eng). 6 years' post qualification experience as a registered professional Engineer. Compulsory Registration with ECSA as Professional Engineer. A valid Driver's Licence. Knowledge of: Civil/Structural Engineering best practice, Project Management, Extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Advanced technical report writing, Computer Literacy, Planning and Organising, Programme and project management, Interpersonal and diplomacy skills. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness- Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical

consulting services for the operation on engineering related matters to minimize possible engineering risks, Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management:- Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management; People management:- Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr W. Hlabangwane Tel No: 012 406 1734

POST 42/49 : **CHIEF QUANTITY SURVEYOR - GRADE A (X2 POSTS)**

SALARY : R854 154 - R976 635 per annum (All-inclusive (OSD) salary package)

CENTRE : Mmabatho Regional Office Ref No: 2018/105A (X1 Post)

Durban Regional Office Ref No: 2018/105B (X1 Post)

REQUIREMENTS : A Degree in Quantity Surveying qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor. A minimum of 6 years post-professional registration experience, a valid driver's licence. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession. Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.

DUTIES : Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.

ENQUIRIES : Mr W. Hlabangwane Tel No: 012 406 1734

POST 42/50 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (X3 POSTS)**

SALARY : R826 053 per annum (All-inclusive salary package)

CENTRE : Kimberly Regional Office Ref No: 2018/106A (X1 Post)

Johannesburg Regional Office Ref No: 2018/106B (X1 Post)

Polokwane Ref No: 2018/106C (X1 Post)

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications as recognised by SAQA with relevant experience in supply chain management and procurement management, and relevant supply chain management experience at junior or middle management level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; advanced numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision

		making skills; numeracy; statistical skills. Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.
<u>DUTIES</u>	:	Manage the functional operation of the Sub directorate: Supply Chain Management: Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan and obtain approval; Manage the execution of the acquisition management plan; Report monthly on progress of the acquisition/ procurement plan; Monitor and review the acquisition management activities; Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents, Manage the compilation of the list of prospective providers: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required, with regard to financial and HR administration: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Train all stakeholders with regards to new circulars/regulatory frameworks in respect of the SCM environment. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Mr M Magoso (JHB) Tel No: 011 7136226 Ms R Baulackey (Kimberly) Tel No: 053 8385202 Mr M Ntshani (Polokwane) Tel No: 015 291 6443
<u>POST 42/51</u>	:	<u>DEPUTY DIRECTOR: PROVISIONING/ LOGISTICS MANAGEMENT REF NO: 2018/107 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R826 053 per annum (All-inclusive salary package) Pretoria Regional Office A three year tertiary qualification in Supply Chain Management, Finance, Procurement or related equivalent qualifications as recognised by SAQA with relevant experience in supply chain management and procurement management, and relevant supply chain management experience at junior or middle management level. Knowledge: Knowledge of Accounting 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; PPPFA; Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Condition of Service Regulations and Procedures; Skills: Advanced Communication Skills (verbal and written); Problem Solving; Financial Management; Interpersonal Skills; Decision Making; Report Writing; Resource Management; Project Management; Planning and Organising; Computer Literacy. Personal attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Persuasive; Resourceful; People orientated; Assertive; Hardworking; Trustworthy. Self-motivated; Ability to work independently. Ability to work for long hours; Drivers licence.
<u>DUTIES</u>	:	The effective management support of the Provisioning and Logistics directorate manage the research processes on best practices of provisioning administration; analyse research findings and make recommendations; ensure development, review and update of provisioning administration policies; ensure introduction of

provisioning administration policies to the department; monitor compliance and provide policy support; provide with expert advice on matters related to provisioning administration; provide with guidelines and support to line managers on processes of provisioning administration; develop and manage training on provisioning administration; manage the implementation processes of provisioning administration; monitor and evaluate implementation processes of provisioning administration; compile annual reports on the management of provisioning administration. The effective management and administration of the Provisioning sub-directorate-ensure the quarterly assessments and annual performance review of staff; ensure and monitor training of staff; ensure compliance with disciplinary and grievance code and handle administrative issues pertaining to human resources, i.e. leave schedules and meetings with staff. The effective service delivery and provisioning administration services-manage improvement of service delivery activities within the sub-directorate; ensure HDI participation through the procurement process; 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 that fora are held to address complains; ensure proper communication in informing officials of revised processes; conduct workshops and training sessions; communicate business processes and policies by distributing information such as minutes of fora meetings; monitor requests for feedback from regional offices.

- ENQUIRIES** : Mr M Mulovhedzi, (Pta) Tel No: 012 406 1665
- POST 42/52** : **DEPUTY DIRECTOR: FINANCE (X2 POSTS)**
- SALARY** : R826 053 per annum (All-inclusive salary package)
- CENTRE** : Port Elizabeth Regional Office Ref No: 2018/108A (X1 Post)
Mmabatho Regional Office Ref No: 2018/108B (X1 Post)
- REQUIREMENTS** : A three year tertiary qualification in Financial Management/ Financial Accounting or equivalent in finance with extensive appropriate experience in the field. CA (SA) or equivalent qualification will be an advantage. Relevant experience at a junior or middle management level. A valid drivers' licence. Knowledge: Credit and Debt management, Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Government Budget systems and procedures, Government Financial Systems(PERSAL, PMIS, WCS, LOGIS, PACE and BAS), Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Communication, Time management, Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to conduct research and gathering of information, Ability to work on specific time-frames, Report writing, Management skills, Numeric skills, Analytical thinking, Creative, Resourceful, Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels.
- DUTIES** : To effectively and efficiently render financial support to clients. Prioritise and compile budget inputs. Facilitation of the compilation of budget information as required by Head Office. Provision of budget/expenditure reports required by Line Managers. Complete the MTEF requirements. To ensure sound financial governance, processes, audit and inspections. Develop in-house control mechanism for all operations. Review business processes regarding all functions performed within the section. Ensure compliance with prescripts, acts and regulations. Ensure supporting documents are available for audit and inspection. Consolidate responses to audit queries and report to steering committee. The effective and efficient management of expenditure, revenue, suspense accounts and reconciliation of business systems. Ensure payment documents are timeously updated on Business system. Ensure all receipts issued are updated on Business Systems and money is banked every day. Monitor the usage suspense accounts. Ensure that approval is obtained prior processing of payments. Check reconciliation business system on monthly basis. Prepare financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. The management and supervision of staff within the section. Identify and facilitate internal or external training for the staff.

		Mentoring and supervision of the staff. Appraisal of staff performance against signed work plans.
<u>ENQUIRIES</u>	:	Mr S Mkutukana (Port Elizabeth) Tel No: 041-4082040 Mr A Matseke (Mmabatho) Tel No: 018 3865268
<u>POST 42/53</u>	:	<u>DEPUTY DIRECTOR: ACQUISITIONS (PROPERTY MANAGEMENT) (X2 POSTS)</u>
<u>SALARY</u>	:	R826 053 per annum (All-inclusive salary package)
<u>CENTRE</u>	:	Cape Town Regional Office Ref No: 2018/109A (X1 Post) Pretoria Regional Office Ref No: 2018/109B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with relevant experience in the property management, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures. Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.
<u>DUTIES</u>	:	Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Provide inputs on the functional negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Administrate employment related processes and staff reports of the section. Compile budget and expenditure reports.
<u>ENQUIRIES</u>	:	Ms N Hlengwa, (Cape Town) Tel No: (021) 402 2102 Ms T Phiri (Pta) Tel No: 012 406 1116
<u>POST 42/54</u>	:	<u>DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2018/110 (X1 POST)</u>
<u>SALARY</u>	:	R826 053 per annum (All-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate/relevant experience in property environment, project management and management; A valid driver's licence. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; drivers licence; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets (user Assets Management plan,

custodian Assets Management);ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; Develop and implement Energy Efficiently Strategy; Develop and implement Waste Management Strategy. Management and administration of leased property-ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensures that buildings are user-friendly and accessible; manage and maintain client relationship; Develop and implement risk management strategy; Assume the role of property incubator Champion Programme ;Continuously liaise with SMU on re-engineering of Business Processes; Generate BEE statistics on a monthly and quarterly basis. Effective management of the sub-directorate- administrate employment related processes of the component; manage the budget and expenditure of the component. Co-ordinate units monthly and quarterly reports; Co-ordinate units Monthly and Quarterly reports.

ENQUIRIES : Mr N Mathivha, (Pta) Tel No: 012 310 5027

POST 42/55 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT (X3 POSTS)**

SALARY : R826 053 per annum (All-inclusive salary package)
CENTRE : Polokwane Regional Office Ref No: 2018/111A (X1 Post)
 Nelspruit Regional Office Ref No: 2018/111B (X1 Post)
 Kimberly Regional Office Ref No: 2018/111C (X1 Post)

REQUIREMENTS : A three year tertiary qualification in Built Environment, Facilities Management and Property/Real Estate Management, and appropriate relevant experience in Property Management, Integrated Facilities Management or Programme Management with relevant experience in the Facilities Management Environment on middle Management Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid Driver's license.

DUTIES : To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities management services; direct preparation of financial statements and report on status of State Facilities; manage line managers.

ENQUIRIES : Mr M Ntshani (Polokwane) Tel No: 015 291 6443
 Mr P Mashiane (Nelspruit) Tel No: 013 7536381
 Ms R Baulackey (Kimberly) Tel No: 053 838 5202

POST 42/56 : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER (X3 POSTS)**

SALARY : R697 011 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

<u>CENTRE</u>	:	Mmabatho Regional Office Ref No: 2018/112A (X1 Post) Johannesburg Regional Office Ref No: 2018/112B (X1 Post) Cape Town Regional Office Ref No: 2018/112C (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Security Management field/discipline. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.
<u>DUTIES</u>	:	Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.
<u>ENQUIRIES</u>	:	Adv JM Monare (JHB) Tel No: 011 713 6051 Mr A Matseke Tel No: 018 3865268 Ms N Kani (Cape Town) Tel No: 021 4022087
<u>POST 42/57</u>	:	<u>CONSTRUCTION PROJECT MANAGER (X14 POSTS)</u>
<u>SALARY</u>	:	R679 338 - R728 400 all-inclusive (OSD) package per annum
<u>CENTRE</u>	:	Cape Town Regional Office Ref No: 2018/113A (X1 Post) Bloemfontein Regional Office Ref No: 2018/113B (X3 Posts)

Mthatha Regional Office Ref No: 2018/113C (X2 Posts)
Kimberly Regional Office Ref No: 2018/113D (X4 Posts)
Port Elizabeth Regional Office Ref No: 2018/113E (X2 Posts)
Johannesburg Regional Office Ref No: 2018/113F (X2 Posts)

REQUIREMENTS : A National Higher Diploma/ BTEch in the Built Environment field and a minimum of 4 years' and six months experience in the built environment, Compulsory registration with the SACPCMP as a Professional Construction Manager and/or registration with the relevant professional body in any of the Built Environment Disciplines, A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES : Mr W. Hlabangwane Tel No: 012 406 1734

POST 42/58 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) (X2 POSTS)**

SALARY CENTRE : R448 269 - R1 084 437 per annum (All-inclusive (OSD) salary package)
: Bloemfontein Regional Office Ref No: 2018/114A (X1 Post)
: Johannesburg Regional Office Ref No: 2018/114B (X1 Post)

REQUIREMENTS : A tertiary qualification (LLB) with at least 8 years' appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements, a valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc); engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of the safety and integrity of legal records. Provide advice, guidance and opinions regarding the interpretation and

implementation of contracts and related legal matters. Implement and monitor delegated powers as required by National Treasury and the PFMA. Conduct research and provide professional legal assistance, advice and support. Draft and verify legal documents. Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services, regarding litigation and arbitration in which the Department is involved. Provide an advisory and supportive role to Project Managers and the Regional Office. Ensure the extent and effectiveness of advice, guidance and opinions provided. Ensure the extent of compliance with related standards. Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Adv JM Monare (JHB) Tel No: 011 713 6051
Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

POST 42/59 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2018/115**

SALARY : R444 693 per annum
CENTRE : Cape Town 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. A valid drivers' licence. Knowledge. Knowledge and 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.

DUTIES : Advise and consult with the line managers on Training & Development, Bursary and Performance Management issues. Pro-active management of 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 Head Office on training and development needs and programmes. Lead sub-projects on organizational development interventions in the region. Provide reports on bursary administration, training and skills development initiatives including the co-ordination of the Regional Human Resource Development Training Committee. Development administrative functions.

ENQUIRIES : Ms N.Mtsulwana Tel No: (021) - 402 2246

POST 42/60 : **ASSISTANT DIRECTOR: CLEANING (FACILITY MANAGEMENT) (X2 POSTS)**

SALARY : R444 693 per annum
CENTRE : Mmabatho Regional Office Ref No: 2018/116A (X1 Post)
Durban Regional Office 2018/116B (X1 Post)

REQUIREMENTS : A three year tertiary qualification or equivalent with appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid driver's licence. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal, proven problem-solving approach, Proven financial, strong verbal and written communication skills, Knowledge and understanding of the Occupational Health and Safety Act, Ability to implement systems and exercise control to ensure sound management of equipment and materials, Ability to perform regular inspections, Willingness to travel.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contract. Manage related budgets and financial planning. Compile specifications and handle inspections in the cleaning field. Manage people at work. Manage and control equipment and material register. Manage multidisciplinary consultant teams. Formulate policies and administrative procedures for cleaning maintenance. Manage performance-based contracts. Knowledge of the management of Human Resources (Work plans, Training, Career developments etc). Appoint relief cleaners. Events Management.

ENQUIRIES : Mr A Matseke Tel No: 018 3865268, Mr N Vilakazi Tel No: 031 314 7150

POST 42/61 : **ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: 2018/117 (X1 POST)**

SALARY : R444 693 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Logistics Management, Financial Management, Risk Management, Public Management, Asset Management or relevant qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, with appropriate experience in Movable Asset Management. Knowledge: The Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Office Administration, Supply Chain Management and Provisioning policies and procedures, Financial Administration processes, LOGIS and BAS systems, Contractual policies and procedures, Effective communication (verbal and written) skills, Report writing, Numeracy, Computer literacy, Interpersonal relations, Willingness to adapt the work schedule in accordance with office requirements. A valid driver's licence and the willingness to travel.

DUTIES : Manage the safekeeping of Movable Assets and the inventory register. Bar code new assets and update on LOGIS. Rack movements of Movable Assets on LOGIS. Take stock of existing assets. Maintain the Movable Assets register on LOGIS. File supporting documents of assets moved. Keep record of redundant, unserviceable and broken assets. Manage the repair process of Movable Assets. Update the maintenance schedule of Movable Assets. Register maintenance information on LOGIS. Engage with suppliers and interact with chief users with regards to asset repairs. Administer financial reporting processes on Movable Assets. Obtain relevant reports from BAS and LOGIS. Reconcile information on BAS and LOGIS. Identify problem areas and submit journals to rectify. Compile reconciled reports for the Finance department. Compile Annual Balance Sheet of Movable Assets.
ENQUIRIES : Mr. A Ngqongqo (MTH) Tel No: (047) 502-7003

POST 42/62 : **CONTROL WORKS MANAGER: MECHANICAL (X2 POSTS)**

SALARY : R444 693 per annum
CENTRE : Bloemfontein Regional Office Ref No: 2018/118A (X1 Post)
Durban Regional Office Ref No: 2018/118B (X1 Post)
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering and appropriate technical experience or an N3 certificate plus a completed trade test with three years technical experience in the built environment. A valid driver's licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA National Building Regulations, the environmental Conversation Act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

DUTIES : Attend to day to day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased building. Inspect and report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

ENQUIRIES : Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
Mr NN Vilakazi (Durban) Tel No: 031 3147150

POST 42/63 : **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2018/119 (X1 POST)**

SALARY : R444 693 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Electrical Engineering and appropriate technical experience or an N3 certificate plus a completed trade test with three years technical experience in the built environment. A valid driver's licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA

		National Building Regulations, the environmental Conversation Act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.
<u>DUTIES</u>	:	Attend to day to day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased building. Inspect and report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.
<u>ENQUIRIES</u>	:	Mr NN Vilakazi (Durban) Tel No: 031 3147150
<u>POST 42/64</u>	:	<u>CONTROL WORKS MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Kimberly Regional Office Ref No: 2018/120A (X1 Post) Johannesburg Regional Office Ref No: 2018/120B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Electrical Engineering with relevant and extensive supervisory experience. Ability to plan, organize and manage people and resources. A valid driver's license. Computer literacy (MS Excel, Word and Projects). Knowledge and understanding of the PFMA, the OHSA, the National Building Regulations, the Environment. Conservation Act as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Minor work performance of Chief Works. Managers and Works Managers and support staff. Analyze all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Management. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA. Plan and execute service contracts for electrical installations. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.
<u>ENQUIRIES</u>	:	Mr KC Muthivheli (JHB) Tel No: 011 713 6097 Ms R Baulackey (Kimberly) Tel No: 053 8385202
<u>POST 42/65</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office Mechanical Ref No: 2018/121A (X1 Post) Johannesburg Regional Office Ref No: 2018/121B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Electrical/Civil/Mechanical Engineering or related. Relevant experience in construction or built environment, Project management, Safety Management. Registered with recognised Institutions. Knowledge: Occupational Health and Safety Act, National Building Regulations, SANS 10142 –1:2006, SANS Standards, Other relevant Acts and Regulations. Skill: Computer Literacy, Planning and Organising, Presentation, Conflict management, Writing. Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased buildings). Facilitate the issuing of compliance certificates (CC). Ensure Boilers, Incinerators, Lifts, Sub-Station, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk.

Conduct incident investigations for recommendations. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractors H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilisation and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with recommendations.

ENQUIRIES : Mr KC Muthivheli (JHB) Tel No: 011 713 6097
Mr A Matseke Tel No: 018 3865268

POST 42/66 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION AND RECRUITMENT (X2 POSTS)**

SALARY CENTRE : R444 693 per annum
Cape Town Regional Office Ref No: 2018/122A (X1 Post)
Pretoria Regional Office Ref No: 2018/122B (X1 Post)

REQUIREMENTS : A three year tertiary qualification in Human Resource Management/Social Sciences with extensive appropriate experience in the field on a supervisory level. Valid drivers' licence. Knowledge of PERSAL, Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and Administration. Skills: Analytical thinking, Language, proficiency Report writing skills, Numeracy, Research skills, Organising and planning, Computer literacy, Advanced, interpersonal, diplomacy and decision making skills. Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels, Ability to work independently.

DUTIES : The effective and efficient Human Resources Administration and provision of Human Resources advice- verify, approve and disapprove transactions on PERSAL; attend to queries and clarify matters pertaining to Human Resource Administration; provide guidelines and advice on Human Resources policies, procedures and processes; conduct information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all service benefits in terms of all types of leave, state guarantees, housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and service terminations – including payment of pension. The provision of effective human Resources Recruitment-ensure an objective and fair recruitment selection and appointment process; facilitate the internal and external transfer of staff; manage the structure of the Region. Implement JE results compile EE reports per component to management of the region the effective and efficient management of the Human Resources Registry-ensure a safe environment for files and other documents; put convenient registry systems in place for easy reference; ensure the documents are well filed. The effective and effective management and development of staff, conduct employee orientation; conduct knowledge management and assist employees in career development.

ENQUIRIES : Ms N.Mtsulwana (Cape Town) Tel No: (021) 402 2246
Ms M Masubelele (Pta) Tel No: 012 492 3187

POST 42/67 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE & MILITARY VETERANS & SAPS (X2 POSTS)**

SALARY CENTRE : R444 693 per annum
Pretoria Regional Office: DOD Ref No: 2018/123A (X1 Post)
Cape Town Regional Office: SAPS Ref No: 2018/123B (X1 Post)

REQUIREMENTS : A three year tertiary qualification in Public Administration, Finance; accounting; economics; project management or related qualification with Relevant experience on a supervisory level Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational

health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Relevant experience on a supervisory level. Skills: interpersonal skills; ability to follow a pro-active and creative problem; solving approach; advanced computer literacy. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Assist with the management and alignment of the accommodation portfolio of Defence & Military Veterans: verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Defence regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Defence & Military Veterans: analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Defence's suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Defence and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Defence & Military Veterans: liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Monitor an effective audit process- audit data to ensure correct distribution and referencing of data; respond to audit queries; resolution of audit queries.

ENQUIRIES : Ms ME Van Deventer, (Pta) Tel No: 012 310 5010
Ms N Kani (Cape Town) Tel No: 021 4022087

POST 42/68 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2018/124**

SALARY : R444 693 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification or equivalent qualification preferably in Finance and/or Accounting. Appropriate experience in the property industry and/or financial management environment. A valid driver's licence .Knowledge: Computer literacy in MS Word and Excel .Knowledge of PMIS and BAS will serve as an added advantage. Report writing .Organizing and problem solving abilities .Good communication skills (both verbal and written). Good financial, interpersonal, analytical and budgeting skills .Ability to manage stakeholders, i.e. Municipalities, Client departments and private individual's. Ability to work under pressure.

DUTIES : Responsible for property expenditure through payment of rates and taxes, municipal services and any other property related expenditure .Implement long-term water and energy efficient strategies .Assist in compilation of the sub-directorate's budget .Ensure a sound property expenditure management system including minimization of accounts payable to avoid fruitless, irregular and unauthorized expenditure .Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all State owned properties .Responsible for implementing strategies to ensure compliance with all legislation and regulations as required by the Auditor-General .Supervise staff and manage their performance according to the PMDS.

ENQUIRIES : Mr L Ndabeni Tel No: (047 502 7000)

<u>POST 42/69</u>	:	<u>ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 693 per annum Johannesburg Regional Office Ref No: 2018/125A (X1 Post) Cape Town Regional Office Ref No: 2018/125B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate experience in property management and /or information systems or fixed asset management environment; A valid driver's licence. High degree of computer literacy, good communication and interpersonal skills. Good written, analytic and financial skills.
<u>DUTIES</u>	:	Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff Comply with the requirements of the PFMA.
<u>ENQUIRIES</u>	:	Ms F Khoza (JHB) Tel No: 011 713 6079 Ms N Kani (Cape Town) Tel No: 021 4022087
<u>POST 42/70</u>	:	<u>CHIEF ARTISAN (GRADE A) (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R365 646 per annum (OSD) Pretoria Regional Office Ref No: 2018/126A (X5 Posts) Kimberly Regional Office Ref No: 2018/126B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or N3 and proof of having passed a Trade Test, and 3-5 years relevant experience in technical and maintenance, and 2 years managerial experience. Knowledge of the PFMA and the OHSA. Valid Driver's Licence.
<u>DUTIES</u>	:	Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
<u>ENQUIRIES</u>	:	Mr J De Wit, (Pta) @ 082 889 0283 Ms R Baulackey (Kimberly) Tel No: 053 8385202
<u>POST 42/71</u>	:	<u>ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R356 289 per annum Pretoria Regional Office Ref No: 2018/127A (X1 Post) Kimberly Regional Office Ref No: 2018/127B (X1 Post) Johannesburg Regional Office Ref No: 2018/127C (X1 Post) Bloemfontein Regional Office Ref No: 2018/127D (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, and relevant supply chain management, contract management. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational

- skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.
- DUTIES** : Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Compile all applications for deviations; Maintain the internal systems/database. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.
- ENQUIRIES** : Mr M Magoso (Jhb) Tel No: 011 7136226
Mr M Mulovhedzi, (Pta) Tel No: 012 406 1665
Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
Ms R Baulackey (Kimberly) Tel No: 053 8385202
- POST 42/72** : **ASSISTANT DIRECTOR: ACQUISITION REF NO: 2018/128 (X1 POST)**
- SALARY** : R356 289 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Management/Administration or Logistics or equivalent qualification as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management. A valid drivers' licence. Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database. Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE. Good communication skills written and verbal. Computer literacy especially in spreadsheet, (MS Office packages), Possess excellent analytical and problem solving skills. Excellent organizational management skills. Good interpersonal skills.
- DUTIES** : Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.
- ENQUIRIES** : Mr. A Ngqongqo Tel No: (047) 5027000
- POST 42/73** : **ASSISTANT DIRECTOR: SCM LOGISTICS (X2 POSTS)**
- SALARY** : R356 289 per annum
CENTRE : Mthatha Regional Office Ref No: 2018/129A (X1 Post)
Johannesburg Regional Office Ref No: 2018/129B (X1 Post)
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance, Procurement or related as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management. Related supply chain experience at supervisory level and knowledge of Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation

DUTIES

systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills and problem solving skills. Willing to adapt work schedule in accordance with office requirements.

: Coordinate and review the processing of requisitions for goods and services-: Receive a requisition and process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods-: Receive and check goods. Capture goods on relevant LOGIS system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Manage travel, transport and archive related services- provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; manage the vehicle fleet; manage subsidised transport; source suppliers and services; implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices on LOGIS; Manage Registry and records including archives; ensure efficient turnaround times. 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. Advice 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

: Mr M Magoso (JHB) Tel No: 011 7136226
Mr. A Ngqongqo (Mthatha) Tel No: (047) 502-7003

POST 42/74

: **ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 2018/130 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R356 289 per annum
: Nelspruit Regional Office
A three year tertiary qualification in Supply Chain Management, Finance or Procurement; as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, related supply chain experience at supervisory level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Ability to work under stressful situations; Ability to communicate at all levels; Able to establish and maintain networks; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES

: Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES

: Mr P Mashiane Tel No: 013 7536381

<u>POST 42/75</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R356 289 per annum Cape Town Regional Office Ref No: 2018/131A (X1 Post) Bloemfontein Regional Office Ref No: 2018/131B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement; as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, supply chain experience at supervisory level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain networks; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.
<u>ENQUIRIES</u>	:	Ms N Kani (Cape Town) Tel No: 021 4022087 Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
<u>POST 42/76</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND INVESTIGATIONS (INSPECTORATE AND COMPLIANCE) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R356 289 per annum Pretoria Regional Office Ref No: 2018/132A (X1 Post) Mmabatho Regional Office Ref No: 2018/132B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year Tertiary qualification in Finance/ Accounting or Auditing. Relevant working experience in the field of internal controls, finance and / or auditing experience. A valid drivers' licence. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours.
<u>DUTIES</u>	:	Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC). Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings. Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and

		fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure.
<u>ENQUIRIES</u>	:	Mr MJ Maluleke, (Pta) Tel No: 012 492 3189 Mr Matseke (Mmabatho) Tel No: 018 3865268
<u>POST 42/77</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (X2 POSTS)</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office Ref No: 2018/133A (X1 Post) Nelspruit Regional Office Ref No: 2018/133B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Accounting, Internal Auditing or equivalent and extensive relevant experience. CA (SA) or equivalent qualification will be an added advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience and/or knowledge or experience in property and construction industry will be an 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.
<u>DUTIES</u>	:	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, and compliance. Assist with preparation of financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards.
<u>ENQUIRIES</u>	:	Mr S Mkutukana (Port Elizabeth) Tel No: 041-4082040 Mr P Mashiane (Nelspruit) Tel No: 013 7536381
<u>POST 42/78</u>	:	<u>SENIOR ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2018/134 (X1 POST)</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement; related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Research, analyse and plan the procurement needs of the department: Research the relevant identified needs. (In line with the SC strategy); Conduct historical data analysis to determine procurement trends; Asses the results of the research on the market, interprets and develops proposals for procurement methodology; Ensure compliance with quality requirements; Identify preferential procurement objectives. Collect and collate information for the annual procurement plan: Conduct needs assessments for the compilation of the Departmental Procurement Plan; Check (engage) and analyse the information; Confirm availability of budget; Check alignment against strategic and other objectives; Consolidate into procurement plan and table for approval by the accounting office; Maintain complete and accurate requisition register:- Keep all records of end user procurement requirements in the Requests Register. The provision of secretariat services to the

relevant Committees: Arrange committee meetings with all role-players; prepare attendance register, declaration of interest and signature documents; record and keep minutes; Prepare reports; Attend to related queries; Receive and check all submissions to SCM committees; Check compliance on submissions to SCM committee; Keep correct records on decisions. Distribute adjudicated submissions to relevant units.

ENQUIRIES : Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

POST 42/79 : **SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: 2018/135 (X1 POST)**

SALARY : R299 709 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification with relevant experience in Procurement /Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies.

DUTIES : Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES : Mr. A Ngqongqo (MTH) Tel No: (047) 502-7003

POST 42/80 : **SENIOR ADMINISTRATIVE OFFICER: SCM CONTRACT MANAGEMENT REF NO: 2018/136 (X1 POST)**

SALARY : R299 709 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in SCM/ related qualification. Appropriate related experience in Contract management; SCM processes and systems, Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge of: Public Finance Management Act; Office administration, Procurement and provisioning policies and procedures, Financial administration processes and LOGIS and BAS systems, Contractual policies and procedures Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; general office administrative and organisational skills. Resourceful; Creative; ability to work under stressful situations; ability to communicate at all levels; people orientated, trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Provide contract administration services and support to SCM -:Contribute to the development and implementation of contract management strategies; Administer contracts in accordance with approved Contract Management strategies and procedures; Verify the variation request to determine if it's not covered under the existing contract and pricing structures; Arrange engagements with suppliers to discuss proposed variations; Ensure that agreed variations are clearly documented; Update contract details to maintain the integrity of contract information; Keep good records of contract documentation; Provide advice on contracts and contract administration processes; Check that milestone completion notices and other documents required for payment meet contractual requirements; Advise on aspects which deviate from contract requirements. Determine whether product/services are delivered at the right time, of the right quantity, right products,

right place, right conditions, right quality and right price according to the contract; Present and explain contract requirements, and terms and conditions to stakeholders to support compliance with relevant procedures; Confirm contract terms are understood by relevant stakeholders Establish and maintain stakeholder and supplier relationships to identify and minimise risk, Analyse and report on specific risks associated with contracts. Generate reports on the current status of existing agreements.

ENQUIRIES : Mr NN Vilakazi Tel No: 031 3147150

POST 42/81 : **SENIOR ADMINISTRATIVE OFFICER: SCM ACQUISITIONS REF NO: 2018/137 (X1 POST)**

SALARY : R299 709 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three (3) year tertiary qualification with relevant experience in Procurement /Supply Chain Management. Relevant working experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Prescripts on CIDB and understanding of advertising process. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.

DUTIES : Support the administration and smooth functioning of ALL Bid Committees and related processes and systems, Ensure Advertising of tenders in the Government Tender Bulletin. Compiling of tender documents. Ensure SCM compliance in all RBAC submissions, Handing out of tender documents to contractors. Opening of tenders. Attend briefing session where necessary. Compile letters, memoranda, circulars & staff notices. Monitor the validity periods of all tenders until the award stage, confirmation of prices and unit rates from contractors. Secretariat to the Regional Bid Committees. Taking minutes and distributing agendas to members, Monitor BBBEE spending in terms of the Department's targets, Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes. Supervise Administrative Officers.

ENQUIRIES : Mr. S.D. Mkutukana Tel No: 041- 408 2000

POST 42/82 : **CHIEF WORKS MANAGER: BUILDING (WORKS MANAGEMENT) (X2 POSTS)**

SALARY : R299 709 per annum
CENTRE : Bloemfontein Regional Office Ref No: 2018/138A (X1 Post)
 Mthatha Regional Office Ref No: 2018/138B (X1 Post)
REQUIREMENTS : A three year tertiary qualification in any of the built environment disciplines (Quantity Surveying; Building) accompanied by proven extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.

DUTIES : Manage minor projects; unplanned maintenance; building condition surveys; asset register with reference to (Building). Responsible for site inspections and reports on leased buildings. Assist in site handovers; first and final deliveries including the close out reports. Facilitate negotiations with contractors. Responsible for compiling the scopes of work and preparing specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard and

		specification, National Building Regulations and OHS Act. Compile technical and monthly reports.
<u>ENQUIRIES</u>	:	Ms. L Mpukane (MTH) Tel No: (047) 502-7040 Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
<u>POST 42/83</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PROJECT BUDGET ADMINISTRATION REF NO: 2018/139 (X1 POST)</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in financial administration with related relevant experience. Finance; accounting; budgeting. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; state budgetary systems; business- financial- and accounting systems. Skills : Numeracy accounting; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem solving approach; communication; computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.
<u>DUTIES</u>	:	Provide administrative support to control, monitor and report on the capital works and planned maintenance budgets-compile authorization documents and update the Work Control System (WCS);determine the availability of funds within the respective allocations; accept authorities on the Work Control System (WCS) and advise project manager; monitor building programme for forced tender dates and to determine the status of final accounts; address services with no project managers and/or no categories; assist with the co-ordination to solve problems of PACE and other reports, to be presented to client departments; program services in absence of the assistant director; conduct administrative support functions according to the office work plan. Provide support with the compilation and submission of budget inputs -liaise with project managers on budget related issues; liaise with KAM/clients for requesting of additional funds; assist with compilation and submission of budget input to respective KAM Managers; assist with the budget control for capital works and planned maintenance. Provide support with the compilation and submission of budget inputs -liaise with project managers on budget related issues; liaise with KAM/clients for requesting of additional funds; assist with compilation and submission of budget input to respective KAM Managers; assist with the budget control for capital works and planned maintenance. Analyse and monitor expenditure levels to ensure optimal expenditure-monitor cash flow and expenditure; prepare monthly expenditure report; assist with the consolidation of monthly expenditure reports for the Administration budget of all directorates within KAM; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the compilation and distribution of expenditure reports to client departments. Provide administrative support with regard to the audit process and resolution of audit queries-gather information to resolve audit queries.
<u>ENQUIRIES</u>	:	Mr NN Vilakazi Tel No: 031 3147150
<u>POST 42/84</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS MANAGEMENT REF NO: 2018/140 (X1 POST)</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in public administration or equivalent with relevant experience in Property Administration Processes, Asset Management, Supply Chain Management or Property Law. Knowledge: Public Financial Management Act, Property Management Acts, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Skills: Financial administration, Management of work performance agreements for service providers technical report writing, numeracy, Computer

		literacy, Organisation and planning. Relationship management, programme and project management; Interpersonal and diplomacy skills, Problem solving skills, decision making skills, motivational skills, Conflict resolution negotiation skills.
<u>DUTIES</u>	:	The provision of management support service to Regional Property Managers on acquisition of fixed property- Assist with compilation of policy documents on acquisition of fixed assets; assist with the compilation of intervention mechanism on property acquisition; ensure that Regional Property Managers receive documents on newly developed guidelines and strategic objectives on acquisitions; administer and facilitate training workshops on, property management buying acquisition for Regional Property Managers; prepare and present reports on acquisition of fixed properties by regional offices; assist with the administration and management of service level agreements; assist with the implementation of unanimous working structure; co-ordinate and monitor the attendance of relevant stakeholders at strategic meetings, The effective administration of fixed property buying related functions-administer the preparation of submissions on buying of fixed properties; assist promotion and ensure awareness of buying principles and guidelines; facilitate and participate in the organisation of workshops and brainstorming sessions on fixed property acquisitions; check Delegations and ensure that fixed property procurement submissions adheres to property procurement policies and guidelines; assist with the implementation of guidelines and policies on effective service delivery.
<u>ENQUIRIES</u>	:	Mr P Mashiane (Nelspruit) Tel No: 013 7536381
<u>POST 42/85</u>	:	<u>SENIOR ADMINISTRATION OFFICER (PROPERTY PAYMENTS) (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R299 709 per annum
	:	Polokwane Regional Office Ref No: 2018/141A (X1 Post)
	:	Port Elizabeth Regional Office Ref No: 2018/141B (X2 Posts)
	:	Nelspruit Regional Office Ref No: 2018/141C (X2 Posts)
	:	Mthatha Regional Office Ref No: 2018/141D (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance, Auditing with relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.
<u>DUTIES</u>	:	Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.
<u>ENQUIRIES</u>	:	Mr L Funde (Port Elizabeth) Tel No: 041- 408 2017 Mr L Ndabeni (Mthatha) Tel No: (047 502 7000) Mr P Mashiane (Nelspruit) Tel No: 013 7536381 Mr M Ntshani (Polokwane) Tel No: 015 291 6443
<u>POST 42/86</u>	:	<u>SENIOR ADMIN OFFICER: ACQUISITIONS (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R299 709 per annum
	:	Bloemfontein Region Office Ref No: 2018/142A (X1 Post)
	:	Durban Regional Office Ref No: 2018/142B (X1 Post)
	:	Kimberly Regional Office Ref No: 2018/142C (X1 Post)
	:	Pretoria Regional Office Ref No: 2018/142D (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualifications preferably in Property related environment or legal field. Appropriate experience in leasing, property administration, strong legal experience, acquisition of property rights; conveyancing and registration of rights in property. Knowledge and understanding of government procurement procedures and regulations. Understanding and

		knowledge of the PFMA and PPPFA/ SCM. Understanding of property market and its trends. Good verbal, written interpersonal skills. Computer literate. Valid Driver's license.
<u>DUTIES</u>	:	Acquisition of vacant land and or land with improvements; acquisition of other fixed property. Negotiate with various property owners for acquisition of land/fixed property and rights thereof for use by Client Departments. Maintain the property Information System/Leasing database for all leased property to ensure timeous rental payments. Maintain the Acquisitions Database to ensure acquisition timeframes are met. Prepare and compile quality reports required by Head of Section. Advise Key Accounts Managers and/or clients on issues related to property acquisition. Drafting of acquisition and/or lease contracts and other documents resulting from acquisition processes. Liaise with Client Departments, Building owners' facility maintenance managers and lease administrators to ensure client satisfaction.
<u>ENQUIRIES</u>	:	Mr NN Vilakazi (Durban) Tel No: 031 3147150 Ms TP Zulu (Bloemfontein) Tel No: 051 4087306 Ms T Phiri (Pta) Tel No: 012 4061116 Ms R Baulackey (Kimberly) Tel No: 053 8385202
<u>POST 42/87</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LEGAL CONTRACTS REF NO: 2018/143 (X1 POST)</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year Tertiary qualification in Public Administration or equivalent qualification in the built environment. Appropriate experience in Administration/ Contract Administration. Knowledge and understanding of Government procurement systems and processes, Works Control System (WCS) and the PFMA, Knowledge of the Framework for Supply Chain Management, Knowledge of the prescripts of the GCC 2004 (Engineering and Construction Works) and JBCC Contracts (Principal Building Agreement) edition 4.1 (Engineering and Construction Works), Communication skills, Maintenance of confidentiality of information, Language proficiency, Numeracy, Computer literacy, Relationship Management, Interpersonal skills, Motivational skills.
<u>DUTIES</u>	:	Provide effective and efficient assistance in the administration of legally binding documents of the department. Receive bid documents for acceptance of bids. Scrutinise documents for correctness and completeness to compile letters of acceptance for signatures and update WSC accordingly. Receive and record guarantees after verification for safekeeping. Receive and record signed contract documents for safekeeping. Compile letters and memorandums for release of guarantees. Capture financial details of contractors on WCS for the Department and update contract related information for Head Office on WCS. Handle contract related enquiries.
<u>ENQUIRIES</u>	:	Mr J van der Walt Tel No: 041 4082003
<u>POST 42/88</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL (X3 POSTS)</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office Ref No: 2018/144A (X2 Posts) Bloemfontein Regional Office Ref No: 2018/144B (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the built environment disciplines, or N3 plus trade test. relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.
<u>DUTIES</u>	:	Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance

budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

- ENQUIRIES** : Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
Mr P Mashiane (Nelspruit) Tel No: 013 7536381
- POST 42/89** : **CHIEF WORKS MANAGER: ELECTRICAL (X5 POSTS)**
- SALARY** : R299 709 per annum
CENTRE : Nelspruit Regional Office Ref No: 2018/145A (X2 Posts)
Mthatha Regional Office Ref No: 2018/145B (X1 Post)
Kimberly Regional Office Ref No: 2018/145C (X1 Post)
Johannesburg Regional Office Ref No: 2018/145D (X1 Post)
- REQUIREMENTS** : A three year tertiary qualifications in the Electrical Engineering discipline with relevant extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
- DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
- ENQUIRIES** : Mr KC Muthivheli (JHB) Tel No: 011 713 6097
Ms. L Mpukane (Mthatha) Tel No: 047 502-7040
Mr P Mashiane (Nelspruit) Tel No: 013 7536381
Ms R Baulackey (Kimberly) Tel No: 053 8385202
- POST 42/90** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES PLANNING AND RECRUITMENT REF NO: 2018/146 (X1 POST)**
- SALARY** : R299 709 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource Management, Public Management/ Administration, management sciences or related fields. Appropriate relevant experience. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, Codes of Remuneration, Computer literacy (MS Word, Excel, PowerPoint), Basic numeracy, Interpersonal and diplomacy skills, Communication and reporting abilities, Innovative and creative, The ability to work in stressful situations, People oriented, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team.
- DUTIES** : Provide administrative support to recruitment and selection processes. Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.
- ENQUIRIES** : Mr M Mudau (JHB) Tel No: 011 713 6024

POST 42/91 : **SENIOR ADMINISTRATIVE OFFICER: LEGAL CONTRACTS REF NO: 2018/147 (X1 POST)**

SALARY : R299 709 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Administration or equivalent qualification in the Legal Field. Appropriate experience in Administration/ Contract Administration. Knowledge and understanding of Government procurement systems and processes, Works Control System (WCS) and the PFMA, Knowledge of the Framework for Supply Chain Management, Knowledge of the prescripts of the GCC 2004 (Engineering and Construction Works) and JBCC Contracts (Principal Building Agreement) edition 4.1 (Engineering and Construction Works), Communication skills, Maintenance of confidentiality of information, Language proficiency, Numeracy, Computer literacy, Relationship Management, Interpersonal skills, Motivational skills. Valid code 08 driver's licence will be an added advantage.

DUTIES : Provide effective and efficient assistance in the administration of legally binding documents of the department. Receive bid documents for acceptance of bids. Scrutinise documents for correctness and completeness to compile letters of acceptance for signatures and update WCS accordingly. Receive and record guarantees after verification for safekeeping. Receive and record signed contract documents for safekeeping. Compile letters and memorandums for release of guarantees. Capture financial details of contractors on WCS for the Department and update contract related information for Head Office on WCS. Handle contract related enquiries.

ENQUIRIES : Ms Natasha Swartz Tel No: 041-4082149

POST 42/92 : **ARTISAN FOREMAN: ELECTRICAL REF NO: 2018/148 (X1 POST)**

SALARY : R286 500 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A completed Apprenticeship as Electrician or Electrical competent person and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (TN streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of capital projects.

ENQUIRIES : Mr NN Vilakazi (Durban) Tel No: 031 3147150

POST 42/93 : **ARTISAN FOREMAN: CARPENTRY REF NO: 2018/149 (X1 POST)**

SALARY : R286 500 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A completed Apprenticeship as Carpenter and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (TN streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license.

Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of capital projects.

ENQUIRIES : Ms R Baulackey (Kimberly) Tel No: 053 8385202

POST 42/94 : **ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: 2018/150 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R242 475 per annum
: Johannesburg Regional Office
: A three year tertiary qualification preferably in one of the following disciplines, Human Resources Management, Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Appropriate relevant experience; i.e. in the Facilities environment, administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver's license.

DUTIES : Assist with the vesting of state property Assist with the supervision of cleaning personnel and gardening for Client departments. Procuring of cleaning material following the Procurement processes. Knowledge of Performance Management and Development System. Attend to administration queries. Supervise staff in their various areas of responsibility.

ENQUIRIES : Mr KC Muthivheli (JHB) Tel No: 011 713 6097

POST 42/95 : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER (X7 POSTS)**

SALARY CENTRE : R242 475 per annum
: Bloemfontein Regional Office Ref No: 2018/151A (X1 Post)
: Cape Town Regional Office Ref No: 2018/151B (X1 Post)
: Johannesburg Regional Office Ref No: 2018/151C (X1 Post)
: Kimberly Regional Office Ref No: 2018/151D (X1 Post)
: Mmabatho Regional Office Ref No: 2018/151E (X1 Post)
: Polokwane Regional Office Ref No: 2018/151F (X1 Post)
: Mthatha Regional Office Ref No: 2018/151G (X1 Post)

REQUIREMENTS : A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid drivers Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

<u>POST 42/96</u>	:	<u>ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2018/152 (X1 POST)</u>
<u>SALARY</u>	:	R242 475 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement; with related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Conduct needs assessment for the compilation of acquisition and demand management; Liaise with relevant units in administration and review of acquisition and demand plans; Perform market assessment and industry analysis; Assist with evaluation and costing of goods and services planned to be procured; Administer specifications and terms of references in procurement; Assist in developing procurement sourcing strategies; Prepare reporting inputs and adhere to set deadlines; Assist with other related SCM functions in realisation of demand management function.
<u>ENQUIRIES</u>	:	Mr M Magoso (Jhb) Tel No: 011 7136226
<u>POST 42/97</u>	:	<u>ADMINISTRATION OFFICER (PROPERTY PAYMENTS) (X9 POSTS)</u>
<u>SALARY</u>	:	R242 475 per annum
<u>CENTRE</u>	:	Polokwane Regional Office Ref No: 2018/153A (X2 Posts) Port Elizabeth Regional Office Ref No: 2018/153B (X1 Post) Mmabatho Regional Office Ref No: 2018/153C (X4 Posts) Johannesburg Regional Office Ref No: 2018/153D (X1 Post) Bloemfontein Regional Office Ref No: 2018/153E (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance field (Degree/National Diploma) preferably in Accounting. Appropriate experience in property payments or experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Financial reconciliation and numerical skills. Good verbal and written communication skills. Good interpersonal relations. A valid driver's license would be an added advantage. Computer literacy.
<u>DUTIES</u>	:	Payments of accounts received from municipalities, service providers and land lords, in respect of rates, municipal services and accommodation leased by the Department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and clients. Handling of enquiries from municipalities. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals.
<u>ENQUIRIES</u>	:	Mr L Funde (Port Elizabeth) Tel No: 041- 408 2017 Mr M Ntshani (Polokwane) Tel No: 015 291 6443 Mr A Matseke Tel No: 018 3865268 Ms TP Zulu (Bloemfontein) Tel No: 051 4087306 Adv J Monare (Jhb) Tel No: 011 7136051
<u>POST 42/98</u>	:	<u>ADMINISTRATIVE OFFICER (PROPERTY ACQUISITIONS) (X7 POSTS)</u>
<u>SALARY</u>	:	R242 475 per annum
<u>CENTRE</u>	:	Polokwane Regional Office Ref No: 2018/154A (X2 Posts) Mmabatho Regional Office Ref No: 2018/154B (X3 Posts) Johannesburg Regional Office Ref No: 2018/154C (X1 Post) Bloemfontein Regional Office Ref No: 2018/154D (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent in Property management/Real Estate/Property Law, plus appropriate experience in acquisitions of property or rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement

		processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively.
<u>DUTIES</u>	:	Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
<u>ENQUIRIES</u>	:	Mr L Nelwamondo (JHB) Tel No: 011 713 6218 Mr M Ntshani (Polokwane) Tel No: 015 291 6443 Mr A Maseke Tel No: 018 3865268 Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
<u>POST 42/99</u>	:	<u>ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION (PROPERTY MANAGEMENT) REF NO: 2018/155 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum Johannesburg Regional Office A three year tertiary qualification, with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.
<u>DUTIES</u>	:	Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.
<u>ENQUIRIES</u>	:	Ms F Khoza (Jhb) Tel No: 011 713 6079
<u>POST 42/100</u>	:	<u>PERSONAL ASSISTANT TO THE REGIONAL MANAGER (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum Mmabatho Regional Office Ref No: 2018/156A (X1 Post) Johannesburg Regional Office Ref No: 2018/156B (X1 Post) A three year tertiary qualification in Management Science, Behavioural Science or equivalent and relevant experience in Office Management and co-ordination. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Regional Manager efficient and effective Human Resources, Financial administrative support, Efficient and effective, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of the Regional Manager, Provisioning of stationery and supplies, Maintain an electronic post register for incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Electronic management of the Regional Manager diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager

- and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
- ENQUIRIES** : Adv JM Monare (Jhb) Tel No: 011 713 6051
Mr A Matseke Tel No: 018 3865268
- POST 42/101** : **ASSISTANT ADMINISTRATION OFFICER HELPDESK & COMPLAINTS: KEY ACCOUNTS MANAGEMENT REF NO: 2018/157 (X1 POST)**
- SALARY** : R196 407 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A recognized matric certificate with relevant experience in dealing with complaints and or helpdesk will be an advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Be able to perform under pressure. A basic understanding of various facets of the built environmental and project management skills. Typing will also be an advantage.
- DUTIES** : Liaise with internal clients and National client Departments in terms of follow-ups, queries and feedback. Assist with the consolidation of monthly/ quarterly reports. Be responsible for the normal office administration e.g. filling, memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day to day maintenance services and contracts. Updating and filling of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spread sheet for distribution to internal and external clients. Provide National Call centre with feedback in terms of the status of the complaints. Attend and arrange meeting with internal clients which include sub sectional meetings.
- ENQUIRIES** : Mr NN Vilakazi Tel No: 031 3147150
- POST 42/102** : **SENIOR ADMINISTRATIVE CLERK: CASHIER REF NO: 2018/158 (X1 POST)**
- SALARY** : R196 407 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior Certificate with mathematics or accounting as passed subject. A National Diploma in any of accounting fields will serve as an added advantage. Relevant experience in a financial environment will be an added advantage. Computer literate (MS Excel and Word). Good verbal and written communication skills, attention to detail. Knowledge of the Basic Accounting System (BAS), PFMA and Treasury Regulations.
- DUTIES** : The successful candidate will be responsible for the following: Receiving, banking and controlling all state money received. Handle petty cash requests as well as the replenishment thereof. Safekeeping of financial documents. The official will also support the debtors' management unit within the office with specific reference to rental and staff debtors.
- ENQUIRIES** : Ms. Z Mkabeni (Mthatha) Tel No: 047 502-7024
- POST 42/103** : **ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2018/159 (X1 POST)**
- SALARY** : R196 407 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Senior certificate or equivalent. Computer literacy including Microsoft Office (word, excel, power point), with extensive relevant working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
- DUTIES** : Writing of submissions and reports. Telephonic and written communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGIS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office.

		Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.
<u>ENQUIRIES</u>	:	Mr KC Muthivheli (Jhb) Tel No: 011 713 6097
<u>POST 42/104</u>	:	<u>SENIOR ACCOUNTING CLERK: BATCH CONTROL REF NO 2018/160 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate with Accounting and Mathematics as passed subjects. Relevant experience and knowledge of filing and retrieving of documents (Batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.
<u>DUTIES</u>	:	Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.
<u>ENQUIRIES</u>	:	Mr MJ Maluleke (Pta) Tel No: 012 492 3189
<u>POST 42/105</u>	:	<u>SENIOR FOREMAN: CLEANING SERVICES REF NO: 2018/161 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	ABET, where applicable, with relevant experience, Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials; cleaning procedures. Operating cleaning equipment; occupational health and safety; Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills; negotiation; conflict resolution; motivational skills., Innovative; creative; resourceful; energetic; solution orientated – ability to design ideas without direction; ability to communicate at all levels; people orientated; hard-working; trustworthy; highly motivated; ability to work independently.
<u>DUTIES</u>	:	Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.
<u>ENQUIRIES</u>	:	Mr KC Muthivheli (Jhb) Tel No: 011 713 6097
<u>POST 42/106</u>	:	<u>SENIOR GENERAL FOREMAN CLEANING SERVICES REF NO: 2018/162 (X5 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	ABET, where applicable, with relevant experience. Computer literate. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and hazardous working conditions, Knowledge of cleaning methods, chemicals and cleaning material, and ability to write reports.
<u>DUTIES</u>	:	Supervise cleaning staff, Administer attendance records for the cleaners, Inspect the physical environment to ensure hygiene and cleanliness, Monitor the condition and availability of cleaning equipment, Order, receive and issue cleaning material,

		Ensure safe keeping of cleaning material and equipment, Manage and resolve grievances of the cleaning staff, Compile attendance reports, Delegate work responsibilities, Assist in cleaning certain areas in the building, Report faults and defects that might affect daily normal operations.
<u>ENQUIRIES</u>	:	Mr A Matseke Tel No: 018 3865268
<u>POST 42/107</u>	:	<u>SENIOR FOREMAN: HORTICULTURE REF NO: 2018/163 (X1 POST)</u>
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	ABET, where applicable, with relevant experience. Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; Knowledge of Garden maintenance practices; Office Administration Operating horticultural equipment; Occupational health and safety; Personnel practices. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills.
<u>DUTIES</u>	:	Supervise horticultural services rendered-co-ordinate horticultural services; ensure the inspection of logistics and physical environments to ensure clean maintained gardens; supervise horticulturist staff; compile monthly reports. Effectively manage and control equipment and materials- identify resource requirements and special operational needs; monitor the condition and availability of horticultural equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of horticultural materials; maintain the material register. Support the administration of the Section- identify staff requirements; support the administration of human resources; assess the performance of staff; receive and submit leave of staff
<u>ENQUIRIES</u>	:	Mr KC Muthivheli (JHB) Tel No: 011 713 6097
<u>POST 42/108</u>	:	<u>RECEPTIONIST (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Pretoria Regional Office Ref No: 2018/164A (X1 Post) Port Elizabeth Regional Office Ref No: 2018/164B (X1 Post)
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate, extensive relevant working experience. Office administration and clerical services. Willing to adapt work schedule in accordance with office requirements. Knowledge: Customer service principles and practices, Understanding of legislation, policies and procedures of DPW, Office management and administrative tasks. Skills: Advanced communication (verbal and written), Computer literacy, Interpersonal skills, Customer service oriented, Planning and organising, Stress management skill. Personal Attributes: People orientated, Hardworking, Resourceful, Professional personal presentation, Initiative, Self-motivated, respectful, honesty, trust worthy and Creative.
<u>DUTIES</u>	:	Receive visitors and or clients; Assist and direct visitors and clients to their destination; Re-direct calls as appropriate and take adequate messages when required; Handling visitor's inquiries whenever possible; Keeping a logbook of each day's visitors; Ensure a clean reception area; Provide a high level of internal customer service, Extent of support to the effective management of work flow and administration of office functions, Nature and efficiency of liaison, Number and extent of meetings co-ordinated, Number and accuracy of reports collated, Effective management of visits in the office, Number and quality of documents and reports prepared.
<u>ENQUIRIES</u>	:	Ms MJ Masubelele (Pta) Tel No: 012 492 3187 Mr J van der Walt (Port Elizabeth) Tel No: 041 4082003
<u>POST 42/109</u>	:	<u>SECURITY OFFICER: SECURITY SERVICES REF NO: 2018/165 (X4 POSTS)</u>
<u>SALARY</u>	:	R136 800 per annum
<u>CENTRE</u>	:	Pretoria Regional Office

- REQUIREMENTS** : Applicant must be in a possession of ABET plus Grade E, D or C (PSIRA). Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills. Appropriate experience in the security field.
- DUTIES** : To provide security services to the NDPW Bloemfontein Region. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.
- ENQUIRIES** : Ms M Shingange (Pta) Tel No: 012 492 3137