



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SENIOR EXECUTIVE OFFICER: PMTE

(5-year contract)

Salary: All-inclusive salary package of R1 880 736 per annum (total package to be structured in accordance with the rules of the Senior Management Services) (Level 16) (Ref. 2018/210) • Head Office (Pretoria)

Job purpose: To provide strategic leadership and overall management of PMTE in relation to real estate management, including asset investment management, construction project management, registry and facilities management.

Requirements: • An undergraduate qualification (NQF level 07) and a postgraduate qualification (NQF level 8) in a built environment discipline, Business Management, Asset Investment Management, Finance or related fields • 8-10 years' relevant Senior Management experience in infrastructure development and property, asset investment and/or financial management sectors, of which 5 years must be as a member of the SMS in the public service • Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation • Knowledge and understanding of project management • Knowledge and understanding of the government procurement policy framework • An understanding of government planning processes, including municipal planning processes. **Skills:** • Strategic capability and leadership • Programme and project management • Information and knowledge management • People management and empowerment • Problem-solving and change management • Policy analysis and development • Client orientation and customer focus • Service delivery innovation • Financial management • Communication (verbal and written) • Computer literacy • Stakeholder management • Planning and coordination • Presentation and facilitation • Quality management. **Personal attributes:** • Good interpersonal relations • The ability to work under pressure • Innovative and creative • The ability to work in a team and independently • Adaptability • Independent thinker • Cost consciousness • Honesty and integrity • Influencing others • Willing to adapt work schedule in accordance with office requirements and work abnormal hours.

Duties: • Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures • Develop the strategic and annual performance plans for the entity in line with national government priorities • Establish and maintain governance structures • Ensure the development of a comprehensive risk management strategy • Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximisation • Manage the provision of office accommodation to client departments through construction and

easeholds • Ensure the development and implementation of norms and standards and maintenance plans for state assets • Oversee the development, management and maintenance of the immovable asset register • Develop and implement the built environment Green Economy Programmes and institutionalisation of Operation Phakisa within the PMTE • Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries • Oversee the implementation of GIAMA • Provide strategic leadership in the implementation of Asset Investment Management • Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state-owned properties (leasehold and freehold).

Enquiries: Mr Clive Mtshisa, tel. (012) 406-1660

Note: This position is being re-advertised and candidates who previously applied are encouraged to re-apply.

All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo the generic management competency assessments. The successful candidate will be expected to sign a performance agreement and be subjected to security clearance.

The Department of Public Works is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the public sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities are encouraged to apply.

Applications must be submitted on the Form Z83, obtainable from any Government department or online at www.gov.za ALL sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and originally certified copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate Form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, this must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post.

Please forward your application, quoting the relevant reference number and the name of this publication, to the Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand deliver at Central Government Offices Building, Corner Madiba (Vermeulen) and Bosman Street, Pretoria, for attention: MS NP Mudau.

Closing date: 14 December 2018 at 16:00.