

## 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.

**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.

**POST: DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT: OFFICE OF THE DIRECTOR-GENERAL**

**SALARY:** All-inclusive salary package of R 869 007.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service) Ref no:2019/150

**CENTRE:** Head Office

**REQUIREMENTS:** A three year tertiary qualification in public administration, social sciences; economic sciences, management sciences or equivalent qualification and extensive experience in administration; Knowledge of applicable legislation, norms and standards related to the management of the Office, including the Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; tender processes; advanced communication; strategic management; financial management; advanced interpersonal and diplomacy skills; programme and project management; A valid Drivers' license; prepared to travel; willing to adapt work schedule in accordance with professional requirements; security clearance.

**DUTIES:** The provision of administrative management processes in Office of the Director General. Accompany and provide support to the Director-General in key strategic committees, forums and meetings. Manage and assess reports of committees on behalf of the Director General. Facilitate and support the involvement of the Department in Cluster activities. Ensure the effectiveness of the Office of the Director General. Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery; effectively manage, monitor and track information related to the Office of the Director General. Determine the impact and provide comments regarding departmental and external submissions addressed to the Director General. Assess audit reports and ensure that the Department is providing value for money. Manage the administration of the Office of the Director General. Manage administrative matters related to senior managers who report directly to the Director General as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements of the Office of the Director-General. Develop and manage office management systems, support the security profile of the Office. Ensure proper budgeting and utilization of the budget by monitoring & reporting expenditure. Ensure individual performance is aligned to the strategic objectives of the unit; Evaluate and monitor performance and appraisal of employees; Compile monthly, quarterly and annual performance reports; Plan, organize and control activities pertaining to the component; Manage the assets of the Sub directorate; Ensure capacity development of staff; Provide guidance to staff; Manage the work quality and performance of staff; Provide input into the strategic and annual reports of the Directorate; Maintain good stakeholder relationships with all relevant stakeholders.

**ENQUIRIES:** Mr SC Zaba Tel: 012406 1544

**APPLICATIONS:** The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

**FOR ATTENTION:** Ms N.P Mudau

**CLOSING DATE:** 05 July 2019 at 16H00

**POST:** State Accountant: Property Budget Management (24 Months Contract)

**REF NO:**2019/151

SALARY: R 257 508.00 per annum.

CENTRE : Head Office

**REQUIREMENTS:** Appropriate Degree or National Diploma in Financial Management, Accounting or equivalent qualification. Relevant experience in budgeting and planning. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; budgeting. Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.

**DUTIES:** Assist in consolidation of budget costing and funding inputs from regions and head office; Assist with the monthly budget review meetings, assist with the allocation of funds to executing units, administer budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the reconciliation of the expenditure from WCS and SAGE and with the verification of the Day to Day Maintenance services on PMIS.

ENQUIRIES: Ms. M Dlova, Tel (012) 406 1255

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

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