

## 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.

### **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (SENIOR PROJECT MANAGER) (X7 POSTS) Ref No: 2019/168**

Salary: All-inclusive OSD Package of R1 042 827.00 to R1 192 365.00 Per annum

Centre: Cape Town Regional Office

Requirements: A three year tertiary qualification in the built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP OR a B.Tech degree in the Built Environment with a minimum of 6 years' experience as a registered professional construction project manager with the SACPCMP . A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance , as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.

**Duties:** 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 the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. 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 the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled 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 for good working relationships with fellow colleagues within the Department.

Enquiries: Ms. T Kolele, tel: (021) 402 2063.

All applications: The Regional Manager: Cape Town Regional Office, Private Bag x9027, Cape Town, 8000, 9<sup>th</sup> floor, 1 Lwr Heerengracht, Customs Building, Foreshore Cape Town, Attention Ms N Mtsulwana.  
CLOSING DATE: 19 July 2019 @ 16H00

**DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, (DEPARTMENT OF CORRECTIONAL SERVICES AND DAFF) (2 POSTS) RE-ADVERT (people who previously applied are encouraged to re-apply) Ref No: 2019/169**

Salary: All-inclusive salary package of R1 005 063.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Service)

Centre: Head Office (Pretoria)

Requirements: An undergraduate qualification (NQF Level 7) in property/Asset management, construction or related field and five (5) years' experiences at Middle/ Senior management level. Knowledge: Asset management, Property management, public finance management act, treasury regulations, property related legislations, market trends, construction industry, state property management acts, by-laws and ordinances, contract management, financial management, corporate governance and project management. Skills: computer literacy, facilitation skills, good communication skills, ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel. A valid driver's license.

Duties: the incumbent will be responsible for immovable asset management functions within the department with the following key results areas in accordance with approved strategic plan, annual performance plan and business plan: oversee the development and review of property strategies. Develop and review of custodian Asset (immovable) management plans. Develop infrastructure implementation programmes to address user departments and custordians accommodation requirements. Programme management of infrastructure implementation programs. Facilitate the assessments of the performance of immovable assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop immovable asset management policies, strategies and guidelines. Manage the identification, evaluation and management and implementation control of risks. Manage asset performance reports. Ensure optimal utilization and performance of assets. Provide management support to the unit/section

Enquiries: Ms M Tshabalala tel: 012 406 1915

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: 19 July 2019 @ 16H00

**CONSTRUCTION PROJECT MANAGER (X 2 POSTS)**

**SALARY:** R679 338 to R728 400 all-inclusive (OSD) package per annum

**CENTRE:** Cape Town Regional Office Ref No: 2019/170

**REQUIREMENTS :** A National Higher Diploma (Built Environment field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's license, 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:** Enquiries: Ms. T Kolele, tel: (021) 402 2063.

**All applications:** The Regional Manager: Cape Town Regional Office, Private Bag x9027, Cape Town, 8000, 9<sup>th</sup> floor, 1 Lwr Heerengracht, Customs Building, Foreshore Cape Town, Attention Ms N Mtsulwana.

**CLOSING DATE:** 19 July 2019 @ 16H00

**Post: SENIOR INTERNAL AUDITOR: INTERNAL AUDIT (X2 POSTS)**

**Ref No : 2019/172**

**Salary : R 316 719.00 per annum**

**Centre : Johannesburg Regional Office  
Polokwane Regional Office**

**Ref NO: 2019/171A**

**Ref No: 2019171/B**

**Requirements :** A 3year Tertiary Qualifications in Internal Auditing and Financial Accounting. Knowledge of phases of internal audit processes, best practices regarding systems of risk management, internal control and governance processes. Understand IIA standards, and accounting standards. Computer literate. Be able to assess and analyze audit evidence and develop relevant findings. High level of integrity and objectivity. Good interpersonal and listening skills. Be able to travel. Prepared to be subjected to a security clearance. Knowledge of Teammate will be an added advantage. Minimum of 12 months in an internal audit/auditing environment. **Duties:** Conduct/Execute audit program steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Attend and develop entrance and exit conference documentation. Perform audit related administration.

**Enquiries :** Mr. T. Shenxane (012) 406 1158; Mr. L.W Gayiya (012) 406 1402; Mr. S. Khomo (012) 492 3066

**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:** 19 July 2019 @ 16H00

**Post: Senior Auditor- Computer Audits: Internal Audit Unit- Computer Audits Directorate**

**Ref No: 2019/172**

**Salary Package: R 316 719.00 per annum**

**Centre: Head Office**

**Requirements :** A three year Tertiary Qualifications in Information Technology, Auditing or Financial Information Systems; Appropriate experience as an Auditor in a Computer/IT Auditing environment; Knowledge of Teammate Electronic Working System; Computer Assisted Audit Techniques (CAATS) e.g. ACL; IT Auditing frameworks; Standards and Methodologies. Adequate training and experience in assessment of Information Technology environment Controls and Governance. Skills in time management; Communication; Independent and objective mental attitude; Ability to evaluate and express a reasonable judgment on facts; Effective report writing skills; Willingness to work long hours and travel and have a valid Driver's license.

**Duties :** Undertake audit programmes regarding Risk management, Internal control and Governance processes with regards to: The Information System environment; the reliability and integrity of information systems. Conduct audit programme steps on IT Audits. Conduct fieldwork and collect relevant, reliable, sufficient, and useful audit evidence. Conduct General and Applications control reviews including Technical System reviews. Assess and evaluate audit evidence of IT systems. Develop electronic audit working papers, audit findings; CAATS to support audit objectives and perform follow up audits. Assist in general Administration and compliance duties for the Directorate as and when requested.

**Enquiries :** Mr. M, Ditshego, tel: 012 406 1608

**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:** 19 July 2019 @ 16H00

**Post: State Accountant: Billing and Revenue Ref: 2019/173**

**Salary Package: R257 508.00per Annum**

**Centre: Head Office: (Pretoria)**

**Requirements:** A three (3) year tertiary qualification in Accounting or Financial Management. Knowledge of financial systems, financial prescripts e.g. Public Finance Management Act and Treasury regulations. Knowledge of the transversal systems. Must have communication skills, interpersonal skills, sound administrative and numeric skills. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative innovative and have the ability to communicate at all levels.

**Duties:** Compile and distribute municipal services claims to clients department. Monitor, allocate money received for Municipal Services. Perform reconciliation of clients' accounts and clear exceptions. Follow up on outstanding balances. Liaise with Regions on clients disputes. Resolve disputes. Attend to client queries. Compile and issue statements of accounts to client on monthly basis. Clearing the suspense accounts. Respond to all audit queries in the directorate and gather information to resolve the audit queries.

**Enquiries:** Ms Ekaba Tseuoa, tel: 012 406 1875

**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:** 19 July 2019 @ 16H00

**POST : CASHIER: PMTE**

**REF NO:** 2019/174

**Salary Package:** R173 703.00 per annum

**Centre:** Head Office

**Requirements:** Matric or grade 12 and relevant working experience in Financial Accounting or similar. Customer service experience will be an advantage. A candidate must have knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. Trustworthy, honest, planning, organising, written and verbal and good interpersonal skills; computer literacy.

**DUTIES :** The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash related policies and procedures. Provide petty cash related inputs for financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

**ENQUIRIES:** Mr. Khutso Lefutla, tel: (012 406 1705)

**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:** 19 July 2019 @ 16H00

**POST: ADMINISTRATIONCLERK: Inter-Governmental Coordination (12 Months contract) REF: 2019/175**

**SALARY :** R145 281.00 Per annum

**CENTRE :** Head Office (Pretoria)

A National Senior Certificate (Grade 12), or equivalent qualification. A relevant working experience in office administration. Good communication (verbal and written), interpersonal, typing, planning, organisational, problem solving and interpersonal relationship skills. Time management and conflict management skills. Computer Literacy (Word, Excel, PowerPoint, etc). Ability to work under pressure, meet tight deadlines and work independently and as part of the team.

**DUTIES:** Provide general administrative support to the office of the DDG and Chief Directors. Render administrative/office support services. Manage travel and accommodation arrangements for the DDG/Chief Directors. Provide logistics/procurement support services, for the provision of goods and services. Handling of petty cash, travelling and S & T arrangements. Interfacing with internal and external stakeholders within and outside the sector. Make arrangements for meetings/Conferences/Workshops and receiving of clients. Provide secretariat services during ad hoc meetings. Ensure the effective flow of information and documentation to and from the office of the DDG and Chief Directors. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

**ENQUIRIES:** Ms Lerato Stemmer, Tel: 012 406 1973

**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:** 19 July 2019 @ 16H00