

CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT (RE-ADVERTISEMENT: THOSE WHO APPLIED PREVIOUSLY ARE ENCOURAGED TO RE-APPLY) (REF NO: 2019/70)

SALARY: All-inclusive salary package of R1 189 338.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

NOTE: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Property Management or Facilities Management or Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. Knowledge: Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management, Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. **SKILLS:** Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Client orientation and customer focus. Stakeholder management. Planning and coordination. Presentation and facilitation. Quality management. Ability to handle confidential information. Ability to work independently. Ability to work under pressure. A Valid Driver's licence.

DUTIES: Lead the development of facilities management contracts:-Oversee the development of facilities contract management guidelines, norms & standard, policies and strategies to ensure compliance with procurement procedures and legislation; Oversee the preparation, analysis, negotiation and review of contracts for facilities management services; Oversee the development of service level agreement and key performance indicators for facilities management contracts; Lead the development of technical specifications and standards for technical contracts:- Oversee the development of User Asset Management Plans (U-AMP); Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard to new technologies; Oversee the development of templates and forms for regional offices; training manuals; engineering procedures & standards and engineering specifications; Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management & maintenance services:- Ensure the development and implementation of policies and strategies; Oversee the implementation of facilities managements minor and major maintenance projects; Ensure the development and implementation of monitoring of quality standards of all projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio.

ENQUIRIES: Ms N Makhubele, Tel No: (012) 406 1623.

CHIEF-DIRECTOR: REVENUE AND DEBT (PMTE FINANCE) REF NO:2019/72

SALARY: R1 189 338 per annum (All-inclusive package) (Total package to be structured in accordance with the rules of the senior management service)

CENTRE: Head Office (Pretoria)

NOTE: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Finance or Accounting with extensive experience of which 5 years must have been at senior management level. A valid driver's license, the willingness to travel. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS, Knowledge or experience in the property and construction asset industry will be an advantage. Skills: Strong analytical and communication skills (both written and verbal), Computer literate with advanced MS Excel, Presentation, Planning and organizing, Problem solving, Ability to work under pressure to meet tight deadlines, Good interpersonal skills, Strong negotiation skills.

DUTIES: Lead the Chief Directorate: Revenue and Debt Management under the guidance of the Chief Financial Officer. Design, implement and maintain the Chief Directorate's strategic and operational plans, Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks, Compile and present reports on the functioning of the Chief Directorate and other financial reports required by EXCO and other governance structures. Manage internal and external financial audits. Effectively communicate with stakeholders and client departments on matters relating to invoicing, revenue and client relationships. Develop and implement revenue generation and billing strategies. Ensure financial sustainability of the entity. Manage billing, collect revenue and manage debtors. Monitor and support regions regarding billing and leasing issues. Provide technical accounting support for accounting related queries from line functions. Ensure effective corporate governance processes and sound resources management, Manage the budget and expenditures of the Chief Directorate.

ENQUIRIES: Mr M. Sithole Tel No: (012) 406 1698

DIRECTOR: ITEMISED BILLING PROJECT

(36 MONTHS CONTRACT) REVENUE AND DEBT MANAGEMENT (REF NO: 2019/73)

SALARY: R1005 063 per annum (All-inclusive package)

(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 Accounting or Project Management plus 5 years relevant working experience in the relevant environment at MMS or SMS level. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS, Knowledge or experience in the property and construction asset industry will be an advantage. Skills: Effective communication • Advanced report writing • Computer literacy • Planning and organising • Numeracy • Diplomacy • Interpersonal skills • Policy analysis and development • Problem solving and presentation skills • Strong analytical and communication skills (both written and verbal), Computer literate with advanced MS Excel, Presentation, Planning and organizing, Problem solving, Ability to work under pressure to meet tight deadlines, Good interpersonal skills, Strong negotiation 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 • A valid driver's licence • Willingness to adapt to a work schedule in accordance with professional requirements of the job.

DUTIES: Lead the Itemised Project and ensure that the project plan is implemented successfully. Compile and present reports on the itemised billing project to internal and external stakeholders and other governance structures. Effectively communicate with stakeholders and client departments on matters relating to user charges, revenue and client relationships. Develop and implement revenue generation and billing strategies. Ensure financial sustainability of the entity. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES: Ms Sipokazi Ngamlana Tel No: (012) 406 1221

CLOSING DATE: 10 MAY 2019

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

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 (Not more than three months) Identification Document. A copy of ID and drivers licence (when necessary required). Applications not complying with the above will be disqualified. Should you not have heard from us within the next month, 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



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA