

CHIEF DIRECTOR: PROPERTY INVESTMENT AND LEASE MANAGEMENT (REF NO: 2019/49)

Small Harbours, State Coastal Property Development and Special Projects (SHSCPD&SP) (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY: All-inclusive salary package of R 1 189 338.00 per annum.

(Total package to be structured in accordance with the rules of the Senior Management Service) • CENTRE: Head Office: Pretoria

REQUIREMENTS: A postgraduate qualification (NQF Level 8) in Property Management or equivalent qualification in the Built Environment of which 5 years should be at Senior Management Services level relevant experience in Built Environment or related field. Knowledge: Property Financing, Preferential Procurement Policy and Framework, Black Economic Empowerment Act, Supply Chain Management Act, Portfolio Performance and Monitoring, Disposal Policy, Government Immovable Assets Management Act, National Environmental Management Act, Integrated Coastal Management Act. Skills: Strategic capability and leadership, Programme and project management, Asset Management, Property Management, Advanced communication, People Management and empowerment, Problem solving and change management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Stakeholder management, Presentation and facilitation, Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Hard-working, Highly motivated and ability to work independently. Other: Willing to adapt work schedule in accordance with requirements of the Unit; required to travel extensively; Experience in large commercial developments; Exposure to development of maritime infrastructure will be advantageous.

DUTIES: Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the SHSCPD&SP budget framework is in line with Medium Term Expenditure Framework; Oversee the analysis of the planned development of small harbours and state coastal properties to ensure continued performance during the development phase; Oversee the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Manage the improvement of infrastructure asset planning, budgeting and implementation that enables sustainable service delivery, increased economic growth and increase access to services for harbours; Improve the utilization of state owned immovable assets in compliance with GIAMA; Oversee the development of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Conduct benchmarks and best practices for states' coastal assets in line with the property and construction industry; Ensure sound investment decisions are made which will benefit the state; Ensure all investments are based on current economic market trends. Provide the development of a base for investment and disinvestment decisions; Provide guidance with respect to the integrated approach of developing small harbours; Analyses of options for construction, renovation, leasing and space optimization of small harbours and state coastal properties.

ENQUIRIES: Mr M S Thobakgale, Tel: (012) 406 1882 / 1624

DIRECTOR: PROPERTY INVESTMENT (REF NO: 2019/50)

Small Harbours, State Coastal Property Development and Special Projects (SHSCPD&SP) (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY: All-inclusive salary package of R 1 005 063.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service) • CENTRE: Head Office: Pretoria

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Asset Management/ Commerce and/or Financial/ Business administration or equivalent qualification in the Built Environment. Postgraduate qualification will be advantageous. 5 years Middle management services/ Senior Management services experience in Built environment. Knowledge: Property Financing, Preferential Procurement Policy and Framework, Black Economic Empowerment Act, Supply Chain Management Act, Portfolio Performance and Monitoring, Disposal Policy, Government Immovable Assets Management Act, National Environmental Management Act, Integrated Coastal Management Act. Skills: Strategic capability and leadership, Programme and project management, Asset Management, Property Management, Advanced communication, People Management and empowerment, Problem solving and change management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Stakeholder management, Presentation and facilitation, Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Hard-working, Highly motivated and ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirement; required to travel extensively; Experience in commercial developments and letting out; Exposure to development of maritime infrastructure will be advantageous.

DUTIES: Collate and consolidate all existing information within the investment analyses and immovable asset register of state coastal properties; assess the cost/ benefits for all property investment and options; conduct financial risk, medium and long term liabilities, technical and functionality risk and market risk analyses for portfolios; conduct sensitivity analyses to enable the formulation of proactive strategies for portfolio management; forecast market trends; costs and opportunities related to property assets; audit and evaluate additional investments, capital investments and review performance of portfolio assets related to investment projections; advise and identify innovative alternatives for property financing and value enhancing strategies and projections; provide investment related advice to various stakeholders including other government departments under Operation Phakisa: Oceans Economy; develop and implement incremental programme to value the State's properties; provide progress and financial reports to Chief Director: Property Investment and Lease Management. Manage the implementation of the new letting out framework, manage the co-ordination and administration of the letting out component; Manage the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Development of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Manage the employment related processes of the component; manage the administration and development of staff; ensure capacity and sustainability of staff of the component; manage the budget and expenditures of the component; Provide reports on investment and letting out portfolio.

ENQUIRIES: Mr M S Thobakgale, Tel: (012) 406 1882 / 1624

DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: 2019/51)**SUPPLY CHAIN MANAGEMENT**

SALARY: All-inclusive salary package of R 1 005 063.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service) • CENTRE: Port Elizabeth Regional Office

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in Supply Chain Management, Public Administration, Economics, Management Sciences or Built Environment Profession and five (5) years experiences at Middle/ Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/ CMC/SIPDM/SLLPPS. KNOWLEDGE: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems.

SKILLS: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. PERSONAL ATTRIBUTES: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES: Manage the development and implementation of and update policies and strategies -Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand--Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property--Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services--Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register--Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of

movable assets verification within the Region; Maintain the movable assets register on the system; Compile movable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of movable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

ENQUIRIES: Mr R Naidoo Tel No: (021) 406 1191

CHIEF CIVIL ENGINEER: PROFESSIONAL SERVICES (REF NO: 2019/52)

SALARY: All inclusive OSD salary package of R935 172 to R1 069 272 per annum • CENTRE: Head Office (Pretoria)

REQUIREMENTS: Engineering Degree (B Eng/ B SC (Eng) or relevant qualification. Six years post qualification experience required as a registered Professional Engineer. Valid Driver's Licence. Compulsory registration with ECSA as a Professional Engineer. Proven Civil Engineering design experience. A good understanding of all relevant legislation and construction industry contracts. Well-developed attention to detail. Engineering observations and design skills. Strong analytical and built environment skills. Good communication (verbal and written) and presentation skills. Preparedness to undertake training and mentoring of subordinates and young professionals. Thorough knowledge and experience related to civil services in buildings. Knowledge of and experience in the application of the Occupational Health and Safety Act.

DUTIES: Review, analyse and evaluate civil engineering consultant's designs, tender documentation, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance contracts. Provide technical hands-on specialised support and technical reports to project managers in evaluating effectiveness and efficiency of proposed civil engineering designs. Evaluate construction activities to conform to industry acceptable norms, standards and specifications. Review and audit final professional civil engineering accounts and construction contract final accounts. Provide technical and advisory support to bid committees during bid processes. Review and regular updating of civil engineering practice manuals for the Department. Undertake, as applicable or appropriate, design, documentation and implementation for identified projects • Provide mentorship to candidate engineers and technicians.

ENQUIRIES: Mr R Ramushu Tel No: (012) 406 2109

DEPUTY DIRECTOR: IAR ACCOUNTING**(24 MONTHS CONTRACT) (2 POSTS) (REF: 2019/45)**

(Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY: All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service) • CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, relevant experience in Asset Management, financial reporting and project management will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES: Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance, identify completed projects for capitalisation, Design and manage a plan for physical verification of completed projects, Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers, Apply deemed cost on properties (transfer, additions etc.), Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions, Perform reconciliations between Deeds and the IAR bi-annually, Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements, Perform reconciliation between properties handed over for physical verification and QA report and update IAR, Develop the risk and control matrix; and monitor compliance thereof, Analyse audit reports and develop audit remediation plans, Implement audit plans and respond to audit queries, Provide advisory support to management on asset register and GRAP standards.

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

ASSISTANT DIRECTOR: CANDIDATE GIS PROFESSIONAL: IMMOVABLE ASSET REGISTER (12 MONTHS CONTRACT) (REF NO: 2019/46) (X2 POSTS)

(Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY: R356 289 per annum • CENTRE: Head Office

REQUIREMENTS: A three year tertiary qualification in Geography, Land Surveying; Information Technology, Geographic Information Systems (GIS); Property Management; Environmental Science; Geo-informatics; Real Estate; Town and Regional Planning. Experience in Geographic Information Systems, Immovable Asset Management; Property management and State Land Administration. Computer Literacy. A valid driver's licence. Registration with the SACG office within GIS and experience at a supervisory level will be added advantage. Knowledge: Immovable Asset Lifecycle Management, PFMA; Treasury Regulations; GRAP ; Structure and Business functions of the department; GIAMA Act; South African Spatial Data Infrastructure Act; Electronic management Act; PAIA Act; Geomatics Profession Act; Statistics Act; SA Geographical Names Council Act; Public Service Act and Regulations, Disposal Act; State Land Administration; ArcGIS Tool box; ArcGIS online; in-depth spatial data analysis and techniques. Have good knowledge of related systems such as ArcGIS, QGIS; CSG website, Deeds office website, Lapsis website; Lightstone website, Land Administration website. Skills: Good verbal and written communication skills; Problem solving skills; Financial management skills; Interpersonal skills; On-job training skills in GIS; Asset Management skills; People Management; Project Management; Influencing skills; Time management skills; Negotiation skills; Decision making skills; Motivational skills; Programmatic skills. Personal Attributes: Ability to handle confidential information; Ability to take accountability; Good code of ethics; Ability to work independently and in a group, Ability to supervise people; Ability to work under pressure; Adaptability, Resilience and Proactivity. Willingness to travel and meet deadlines.

DUTIES: Research, plan, and document GIS related procedures and solutions within REIRS Branch. Spatial reconciliation of National and Provincial Immovable Asset Registers. Perform spatial representation of Immovable Asset data and information on ad hoc request from internal stakeholders. Provide inputs on GIS work flows for the maintenance of the Immovable asset register. Geo-database maintenance and clean-up of land and buildings information for the immovable asset register. Provide spatial information for internal and external audit queries. Perform and present gap analysis and remedy actions on GIS State Land and State buildings data for completeness of immovable asset register. Perform quality control checks to ensure spatial data integrity on Immovable Asset Register. Prepare GIS Dashboards and web maps for internal Stakeholders. Consolidate reports on projects undertaken in the REIRS Branch as required by the DD and the Director. Engage relevant Stakeholders on State Land Administration. Verify queries related to physical verification. Capture metadata. Perform State Land use verification. Geo-referencing of administrative geographically data. Manage the processes of capturing and digitizing of building footprints to support field verification.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

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

CLOSING DATE: 08 MARCH 2019 AT 16H00

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 283, 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

NOTE: 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 and successful candidate to sign a performance agreement and be subjected to security clearance.



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REPUBLIC OF SOUTH AFRICA

