

CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (12 MONTHS CONTRACT) PMTE FINANCE AND SCM

- **SALARY: ALL-INCLUSIVE PACKAGE OF R1 189 338 PER ANNUM (TOTAL PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE SENIOR MANAGEMENT SERVICE)**
- **CENTRE: HEAD OFFICE (PRETORIA) • REF NO.: 2019/23**

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 and financial reporting in GRAP/IFRS • Financial professional membership will be an advantage • A valid driver's licence and 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 organising • Problem solving • Ability to work under pressure to meet tight deadlines • Good interpersonal skills • Strong negotiation skills.

DUTIES: • Lead the Directorate: Financial Accounting and Reporting under the guidance of the CFO • Design, implement and maintain the 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 and coordinate the compilation of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislator requirements • Manage internal and external financial audits • Liaise with National Treasury • Manage the accounting functions, including payables, payroll and bank • Ensure effective corporate governance processes and sound resources management • Manage the budget and expenditures of the Directorate.

ENQUIRIES: Mr M. Sithole, tel. (012) 406 1698.

CHIEF DIRECTOR: FACILITIES MANAGEMENT COMPLIANCE

- **SALARY: ALL-INCLUSIVE PACKAGE OF R1 189 338 PER ANNUM (TOTAL PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE SENIOR MANAGEMENT SERVICE) • CENTRE: HEAD OFFICE (PRETORIA) • REF NO.: 2019/24**

REQUIREMENTS: • An Undergraduate qualification (NQF Level 7) in Safety Management, Built Environment, Facilities Management or Programme Management or equivalent qualification plus 5 years experience at middle/senior management level in the relevant field • Certificates in ISO 45001: 2018, ISO 14001: 2015 and ISO 9001: 2015 will be an advantage. **KNOWLEDGE:** • Structure and functioning of the Department, Business functions and processes of the Department • Government Immovable Asset Management Act (GIAMA) • Infrastructure Delivery Management System (IDMS) • National Environment Management Act • Occupational Health and Safety Act (OHS), ISO 45001, ISO 9001 and ISO 14001, ISO 50001:2018 (will be advantageous) • Asset Management • Public Finance Management Act • Treasury Regulations • 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 Assurance • Ability to handle confidential information and work independently • Ability to work under pressure • A valid driver's licence.

DUTIES: • Drive all aspects of the management of safety, health, environment and quality, including compliance with regulations and best practices, with alignment to the organisation's strategic objectives with regards to Facilities Management, Property Management and Construction Projects • Oversee compliance in existing, refurbished and new buildings • Development and implementation of appropriate standards in accordance with best practice to effectively manage Safety, Health, Environment and Quality Assurance aspects in an integrated and holistic manner • Development, implementation and maintenance of systems ISO 14001/19001/OHSAS 18001 and procedures to ensure legislative compliance • Act as an advisor to Management on SHE related matters, such as best practices, statutory changes and requirements • Lead the development and reviewing of strategies, standards, norms, policies and procedures in accordance with the National Building Regulation and Building Standard Act, OHS Act, Railway Safety Regulator and Green Building Policy to ensure compliance with procurement procedures and legislation • Oversee the implementation of waste management, water management and renewable energy initiatives by managing collaboration with stakeholders and developing business cases to inform green building policies and programme design • Effective management of the Facilities Management Component • Oversee the development and training of staff, manage and monitor the budget expenditure of the component • Compile budgetary reports • Provide reports on performance issues • Ensure capacity and sustainability of staff of the component.

ENQUIRIES: Ms N. Makhubele, tel. (012) 406 1623.

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. Identified candidates will be subjected to a government specific competency assessment.

APPLICATIONS: May be posted to the Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or hand-delivered at Corner Madiba (Vermeulen) and Bosman Streets, Central Government Offices Building, Pretoria **FOR ATTENTION:** Ms N.P Mudau.

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

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.

CLOSING DATE: 15 FEBRUARY 2019 at 16H00

