

CHIEF DIRECTOR:

STRATEGIC MANAGEMENT

(REF NO: 2019/25) Office of the Deputy Director-General: GRC

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: An Undergraduate qualification (NQF level 7) in Business Management or Strategic Management, Management Science or related field coupled with 5 years' relevant experience at Middle/Senior Management level • The following will serve as strong recommendations: Knowledge of PFMA and Treasury Regulations, National Treasury Public Sector Risk Management Framework, Knowledge of Public Service Regulations, Preferential Procurement Policy Framework Act, 5 of 2000 (PPPPFA), National Treasury Public Sector Risk Management Framework, King III and IV of Corporate Governance, Strategic Planning Framework, GIAMA, Infrastructure Development Management System (IDMS), ISO 31000, COSO, Customer stakeholder relationship management, Good communication skills (verbal and written), Willingness to work and travel beyond normal working hours, Be professional, highly motivated and critical thinker who will be able to gather and analyse information skillfully, Initiative, Ability to think conceptually or strategically, Ability to work under pressure, Excellent verbal and written communication skills, Provide leadership, direction and team building, Knowledge in various policies and practices related to government regulations, Excellent project management, financial, analytical and strategic planning skills, Excellent interpersonal and coaching skills, Ability to analyse and interpret data in a variety of complex processes using standardized methods, Excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously, Ability to organize and motivate others, who in man case may be in a more senior position, Ability to establish and maintain effective working relationships, Sense of urgency and ability to identify and resolve problems in a timely manner, Business acumen, Ability to maintain confidentiality, Consultation, negotiation and networking skills.

DUTIES: Manage the development and implementation of the Strategic Management policies, programmes and guidelines, Oversee the undertaking of researches on latest developments in the strategic management fraternity, Ensure consultation and sourcing of information on latest strategic management trends, Provide professional advice on the development of the strategic management frameworks and strategies, Manage the compilation of the 5-year Strategic Plan and Annual Performance Plan of the Department, Conduct environmental analysis/scanning for the Strategic Plan and Annual Performance Plan, Ensure provision of training to Branches and Business Units on Business Planning processes, Assess and review the implementation and impact of the SP and APP, Ensure alignment of the planning process with the budget and monitoring and evaluation processes, Manage, coordinate and implement Strategic, Annual Performance and Service Delivery Improvement Plans, Manage the provision of knowledge management services, Manage the identification of risk management strategies within the Department, Oversee the development and facilitation of the implementation of the Enterprise Risk Management Framework (ERMF), which includes the implementation of the risk implementation plan and supporting policies and procedures; Oversee the facilitation of strategic risk identification and assessment/qualification, guide the compilation of strategic and operational risk registers; oversee the facilitation and the development of risk mitigation plans by risk owners and the monitoring thereof • Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee • Facilitate the implementation of the Combined Assurance Model. Provide strategic direction in the development and implementation of the Risk appetite Statement and BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Improvement of Risk Management Maturity levels • Ensure that the Department has a functional Risk Management Committee in place • Oversee the establishment and administration of knowledge management and a learning system • Ensure the provision and maintenance of library services, Develop policies and strategies on Knowledge Management, Provide access to and advice on Knowledge management practices, Manage the physical information and statutory resources

ENQUIRIES: Mr I. Fazel, Tel: (012) 406 1681 / 1104

DIRECTOR: SERVICE DELIVERY IMPROVEMENT

(REF NO: 2019/26) Governance, Risk and Compliance

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: An Undergraduate qualification (NQF level 7) in Administration/Management, 5 years' experience at middle/senior in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, Valid driver's licence • Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills • To a tight work schedule in accordance with professional requirement • Drivers licence. Required to travel extensively.

DUTIES: Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department • Carry-out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.

ENQUIRIES: Mr Imtiaz Fazel Tel: (012) 406 1681

DIRECTOR: STRATEGIC PLANNING

(Strategic Management Unit) (REF NO: 2019/27)

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: An Undergraduate qualification (NQF level 7) in Administration/Management, 5 years' experience in Middle/Senior in Strategic Planning and/or Monitoring and Evaluation, Knowledge of the Framework for Strategic Plans and Annual Performance Plans, Framework for Managing Programme Performance Information, Public Financial Management Act (PFMA), National Treasury Regulations and other Public Service prescripts, A Valid driver's licence. Skills and competencies: Strategic financial management skills • Strategic leadership capability • Communication skills (verbal and written) • Computer literacy • Project management skills • People and resource management skills • Research and development expertise • Strategic change and risk management • Presentation and facilitation skills.

DUTIES: Coordinate, facilitate and guide the Department's strategic planning process towards the development of the 5 Year Strategic Plan, Annual Performance Plan and Operational Plans; Provide capacity development, technical advice and support to the Department in the development of the Strategic Plan, Annual Performance Plan and Operational Plans including the setting of appropriate indicators, targets and standards; Coordinate, facilitate and guide the Department's process towards the development of Implementation Plans in terms of the Department of Planning, Monitoring and Evaluation Guideline 2.3.3; Research and analyse Government's priorities including the NDP, MTSF, Growth & Development Strategies, the Performance Agreement between the Minister and any other relevant long-term government plans; Analyse Strategic Plans and Annual Performance Plans of the Public Entities and BEPCs and provide guidance to the Public Entities and Built Environment Professional Councils during the strategic planning process; Develop and implement procedures, tools and systems for effective organisational performance information management and strategic planning; Manage the MPAT process for Strategic Management; Develop, maintain and update the Strategic Management System for planning purposes; Conduct strategic analysis and annual strategic reviews in the context of both Government and the Department's commitments; Ensure integration of the strategic planning processes with other processes such as budgeting, risk management, quarterly progress reports and audit action plans; Assist with the compilation of the MTEF budget submission, Annual Report and Estimates of National Expenditure of the Department; Manage and respond to audit queries, collect data for performance audits and document management; Develop policies and procedures to ensure that the Department maintains an efficient, effective and transparent system and internal controls regarding performance management; Assist in the compilation of relevant documents and speeches; Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting.

ENQUIRIES: Mr Imtiaz Fazel, Tel: (012) 406 1681

DIRECTOR: RISK MANAGEMENT

(REF NO: 2019/28) Office of the Deputy Director-General: GRC

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: An undergraduate qualification (NQF level 7) in Commerce or Risk Management coupled with five (5) years relevant experience at Middle/Senior Management Level in Risk Management • Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.), Knowledge of PFMA and Treasury Regulations; National Treasury Public Sector Risk Management Framework; Knowledge of Financial Management and Provisioning Administration; Strategic Planning Framework; GIAMA; Infrastructure Development Management System (IDMS); Medium Term Strategic Framework (government priorities); Principles and Practice of risk management; Preferential Procurement Policy Framework Act, 5 of 2000 ('PPPPFA'); Government and accountability; Internal control and assurance; ERM concepts, and methodologies; Risk Management environment; Risk Maturity Model; Risk Management policies and procedures; Risk Management principles and practice; Customer stakeholder relationship management; Good communication skills (verbal & written); The candidate must be willing to work and travel beyond normal working hours • Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully • Sound understanding of Enterprise Risk Management principles and philosophy • Ability to think conceptually or strategically • Work under pressure • Excellent oral and written communication skills • Provide leadership, direction and team building • Knowledgeable in various policies and practices related to government regulations • Excellent project management, financial, analytical and strategic planning skills • Have excellent interpersonal and coaching skills • Have ability to analyse and interpret data in a variety of complex processes using standardised methods • Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously • Ability to organise and motivate others, who in many cases may be in a more senior position • Establishing and maintaining effective working relationships • Have sense of urgency and ability to identify and resolve problems in a timely manner • Business Acumen • Maintain confidentiality • Consultation, negotiation and networking skills.

DUTIES: Develop and facilitate the implementation of the Enterprise Risk Management Framework (ERMF), which includes the implementation of the risk implementation plan and supporting policies and procedures; facilitating risk identification and assessment/qualification, the compilation of strategic and operational risk registers; facilitating the development of risk mitigation plans by risk owners and the monitoring thereof • Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee • Facilitate the implementation of the Combined Assurance Model • Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan • Ensure implementation of Audit findings from both internal and external Auditors.

ENQUIRIES: Mr I. Fazel, Tel: (012) 406 1681/1104

SENIOR ANALYSTS: OFSP: FINANCE MODEL, USER CHARGES MODEL AND REVENUE GENERATION (3 POSTS)

(36 MONTHS CONTRACT) (REF NO: 2019/29)

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 Accounting, Finance, Statistics or Economics and 5 years relevant working experience at Middle/Senior level in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Proven experience in managing similar projects and leading teams. Knowledge: MS Office-Word, Excel & Power Point; SAS, Research and Information gathering; budgeting, financial planning and forecast; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques • Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels • Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines • Other: Willing to adapt work schedules in accordance with office requirements.

DUTIES: Undertake researches on latest revenue generation trends • Ensure the development and implementation of effective and efficient acts, strategies and policies • Ensure that all revenue management policies contribute to the PMTE strategic objectives • Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies • Analysis of the property portfolio into categories meaningful to the financial modelling process • Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE • Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers • Analyze financial data after sourcing, compilation and collating other operational input data from other line functions • Prepare profit and loss analyses, incorporate market research and benchmarks into the design and population of business scenarios • Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE • Compare and analyze actual financial results with plans and forecasts and recommend corrective action • Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets • Provide framework and manage the development and implementation of analytical tools, models and best practice policies • Research on best practices for revenue generation and financial sustainability strategies • Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies • Support the planning, inventory management and performance management of OFSP • Provide advisory services to various stakeholders • Research on the immediate improvements in the availability and accessibility of reliable data • Establishment of an integrated, reliable database • Suggest income generating asset class strategies for implementation by the trading entity • Commission and navigate study on identifying and capitalizing hidden assets • Comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally • Work with other institutions to leverage off latest innovations • Determination of tariffs to be charged to different clients based on property management criteria • Manage all the resources allocated to the directorate • Develop and maintain continuous communication with stakeholders • Facilitate capacity building initiatives • Oversee timely resolution of audit queries • Ensure effective utilization of all resources allocated to the unit • Compile and present reports on the functioning of the chief directorate • Contribute to the strategic input and the overall management of the department • Preparing annual budget.

ENQUIRIES: Mr. C Mokgoro, Tel: (012) 406 2165

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, 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: 15 FEBRUARY 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.