

REGIONAL MANAGER (CHIEF DIRECTOR LEVEL)

SALARY: All-inclusive salary package of R1 251 183 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Cape Town Regional Office - REF NO: 2019/81A Mthatha Regional Office - REF NO: 2019/81B

REQUIREMENTS: An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline, or Management Science, Behavioural Science or law coupled with 5 years relevant experience at senior management level, Extensive experience in property management, asset investment management and the built environment, Knowledge: property management, Public Finance Management Act, Government budget procedures/timeframes (MTEF) Financial management and administration, Project management, Construction regulations, Financial administration processes and systems, Public service act, Public service regulations, Financial manual, Treasury regulations **SKILLS:** Construction management, Financial management, Client/customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organizing, Diplomacy, Policy analysis and development, Problem solving, Presentation, Budgeting.

DUTIES: Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region • Develop, review and implement the Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.

ENQUIRIES: Mr S Mdkane tel: (012) 406 1282

DIRECTOR: PRESTIGE PROPERTY MANAGEMENT

SALARY: All-inclusive salary package of R1 057 326 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Pretoria Regional Office - REF NO: 2019/82

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Property Management, Management Science, Legal and Built environment, Extensive experience in the property and built environment of which 5 years should be at middle management level. A driver's licence. Knowledge: Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). Skills: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. Personal Attributes: Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure, The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.

DUTIES: Strategic leadership: Management of maintenance and capital work at residential and office accommodation of Members of the Executive, and other categories of people including Union Building. Manage client request regarding maintenance, interior décor and other benefits as stipulated in the Ministerial Handbook. Providing strategic leadership on matters

related to residential and office accommodation of Members of the Executive and certain selected categories of people. Facilities Management Develop appropriate facilities management strategies for the Portfolio in conjunction with the Facilities Management branch. Ensure that proactive and reactive maintenance is done in all Prestige properties in conjunction with Facilities Management branch. Ensure effective and efficient supervision of the water and electricity usage in the Portfolio in conjunction with the Real Estate Management branch. Investigate client needs in conjunction with Real Estate Management Investment branch and provide options and solutions. Register capital and maintenance projects. Request for funding through PMBC and IBC and allocation of funding to projects as requested by Project Managers. Issuing of Procurement Instruction to Construction and Project Management branch for execution. Management of Prestige budget. Events Management: Provide support in all events in respect of maintenance and other related activities as instructed by Chief Director or requested by the events management section. Client Relations: Management of client requests. Ensure that an acknowledgment letter is forwarded to the client informing them of the Portfolio Manager assigned to the request. Provide a report to clients on progress regarding the request, maintenance performance and projects in execution and provide time frames. Interact with clients on regular basis. Schedule meetings with all internal role-players, Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use appropriate procurement committees to expedite procurement of good and services. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

Enquiries: Mr M. Sazona, tel. 012 406 1963/ 1322.

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 (within 3 months) copies of qualifications (matric certificate, qualifications), a valid Drivers Licence (where required) 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.

Applications for Pretoria, Cape Town and Mthatha, quoting the relevant reference number and the centre of the post, should be forwarded to the Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, corner of Vermeulen (Madiba) and Bosman Streets, Pretoria, for attention: Ms NP Mudau.

Closing Date: 01 November 2019 at 16H00

