

## DEPARTMENT OF PUBLIC WORKS

*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.*



**CLOSING DATE** : 26 April 2019 at 16h00  
**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.

## MANAGEMENT ECHELON

**POST 13/40** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE) REF NO: 2019/63**

**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 REQUIREMENTS** : Head Office (Pretoria)  
 : 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 accounting and reporting in GRAP/IFRS, Financial professional membership will be an advantage, 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: Financial Accounting and Reporting under the guidance of the Head of Finance. 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 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 legislative requirements. Manage internal and external financial audits. Liaise with National Treasury, Accounting Standard Board, Auditor-General SA and other internal and external governance structures, manage the accounting functions, including payables, payroll and bank. Provide technical accounting support for accounting related queries from line functions. Provide inputs on behalf of the Department on ASB Exposure Drafts, Ensure effective corporate governance processes and sound resources management, Manage the budget and expenditures of the Chief Directorate,

Ensure effective corporate governance processes and sound resource management.

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

**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

**POST 13/41** : **DIRECTOR: PROPERTY PAYMENTS REF NO: 2019/64**

**SALARY** : R1 005 063 per annum (All-inclusive salary 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 7) in Real Estate Management/Financial Management, Accounting, Economics, Business Studies or relevant qualification. Five (5) years relevant working experience at middle/senior management level in Property-related Finance or expenditure and revenue management and Management experience. Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel, valid unendorsed drivers license. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated.

**DUTIES** : The development of policy guidelines on processing of property payments and its associated revenue. Development and monitoring the implementation of business processes, Provide guidelines and inputs on drafting plans regarding payments and revenue, Development of internal control measures, Reconciliations of expenditure and revenue of all leased and state-owned properties, Manage property payments and revenues through effective implementation of the property expenditure management system, Manage property revenues, Maintain an effective property asset register, Ensure correct and timeous payments of creditors, Maintain and update creditors and customers master data files, Ensure compliance with related prescripts, delegations and procedures, Implement and monitoring of internal control measures, Development of policy guidelines, Manage budgets of the Section, Liaise with clients regarding property payments issues, Provide leadership and direction on all property-related expenditure and revenue, Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management, Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures, Respond to audit queries, Manage budget and expenditure allocated to the Directorate, Provide adequate development and training for all staff with the directorate, Manage staff and employment related processes, Management of the Directorate.

**ENQUIRIES** : Mr L Toona Tel No: (012) 406 2123

**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

## OTHER POSTS

<b><u>POST 13/42</u></b>	:	<b><u>EXECUTIVE OFFICE MANAGER (OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: 2019/65A AND OFFICE OF THE DEPUTY DIRECTOR-GENERAL CORPORATE SERVICES REF NO: 2019/165B)</u></b>
<b><u>SALARY</u></b>	:	R697 011 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service Regulation, Wide range of office management and administrative tasks, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets, Develop the work plan for the unit and ensure effective prioritisation and resource planning, Agree on the training and development needs of the unit, Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.
<b><u>ENQUIRIES</u></b>	:	Ms NP Mudau Tel No: (012) 406 1548
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms N.P Mudau
<b><u>POST 13/43</u></b>	:	<b><u>ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2019/66</u></b>
<b><u>SALARY</u></b>	:	R444 693 per annum
<b><u>CENTRE</u></b>	:	Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualifications in Human Resources Development, Human Resource Management, Public Management, Behavioural Sciences or related. Relevant experience in Skills Development, Training Coordination, Contract Management, Supply Chain Management. Willingness to travel and work irregular hours and be in possession of a valid driver's license (Code B – Old Code 8), Social facilitation, problem solving, analytical thinking, conflict management, interpersonal relations, training and presentation skills, training quality assurance, stakeholder management, monitoring and evaluation are also key requirements.
<b><u>DUTIES</u></b>	:	Coordinate the training for EPWP participants, Provide assistance in the management of budget allocated to the region for the training of EPWP

participants, Assist in the coordination of the procurement of training providers and support training providers on contractual matters, Collect data for reporting on training interventions, Coordinate capacity building programmes for EPWP Officials.

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

: Ms C Makunike Tel No: (012) 492 3075  
: (For Port Elizabeth): The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.  
: Ms F. Clark