

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*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 (within 3 months) copies of qualifications (matric certificate, qualifications), a valid Driver's 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. 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.

**ERRATUM:** Kindly note that the post of Senior Personnel Practitioner: Labour Relations, Durban Regional Office with Ref No: 2019/242 with closing date 29 November 2019 advertised in Public Service Vacancy Circular 41 of 2019 dated 15 November 2019 has been withdrawn and also note that the post of Supervisor: Cleaning Services: Facilities Management, Pretoria Regional Office with Ref No: 2019/279 with closing date 29 November 2019 advertised in Public Service Vacancy Circular 41 of 2019 dated 15 November 2019, was advertised with incorrect job title, the correct Job Title: Senior General Foreman: Cleaning Services. A valid driver's license has been erroneously placed as a requirement. Driver's license will not be required as a requirement of the position for Senior General Foreman: Cleaning Services.

**MANAGEMENT ECHELON****POST 42/53**

: **DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2019/293**

**SALARY**

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

**CENTRE REQUIREMENTS**

: Johannesburg Regional Office  
: An Undergraduate qualification (NQF level 7) in the Engineering fields, Construction Management, Architecture, Quantity Surveying or Town Planning or any built environment qualifications as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Professional Registration in Project Management such as PMP or PRCPM will serve as an advantage. Skills: Management skills, advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Facilitation skills, Programme and project management skills. Conflict management, Sound analytical and problem identification and solving skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA). Client relations, Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Project execution in a Political Environment, Procurement processes and systems. A valid driver's licence. Required to travel extensively.

**DUTIES**

: Manage the prioritisation of projects of the Department. Provide inputs to Client Departments on conceptualisation of projects. Manage design, planning,

documentation processes and milestones. Design and implement project management methodologies for the projects' life-cycle. Provide input for the Departmental strategy formulation. Manage the appointment of consultants and contractors. Manage the decentralisation of RAMP to Regional Offices. Ensure the implementation of RAMP in Regional Offices. Co-ordinate project implementation in regional offices. Provide strategic support to RAMP activities. Develop a holistic maintenance on RAMP programmes. Compile a Consolidated report on RAMP activities. Manage project costs to ensure the delivery of projects within costs and budget. Receive, verify, process and make recommendations regarding consultant and contractor payments. Ensure payment of service providers. Manage the maintenance of data integrity on WCS. Monitor the budget and expenditures. Manage, monitor and evaluate the performance of projects. Ensure capacity and sustainability of human resources. Provide reports on branch performance issues.

- ENQUIRIES** : Mr B Mokhothu Tel No: (012) 406 1995
- 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
- NOTE** : The incumbent is responsible for managing the Construction Projects Directorate within the Construction Project Management Branch.
- CLOSING DATE** : 06 December 2019at 16h00
- POST 42/54** : **DIRECTOR: USER MANAGEMENT (SAPS & IPID) REF NO: 2019/294**
- SALARY** : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office
- REQUIREMENTS** : An Undergraduate qualification NQF 7 in Business Management, Asset/Property Management or related built environment, 5 years Middle/Senior Management experience in the relevant field. Learning Fields: Asset Management, Financial management and administration, Procurement and provisioning, Project/Programme management. Knowledge: Departments' Asset Management Policies, Programme and Project Management, Property Charter, Expropriation Bill, Land Development Act, GIAMA, JIPSA, ASGISA, Framework for Supply Chain Management, Public Finance Management Act, Treasury Regulations (MTEF), Preferential Procurement Policy Framework Act, Black Economic Empowerment Act, Occupational Health and Safety Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organizing and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, high ethical standards, able to conduct business with integrity and in a fair and reasonable manner, ability to promote mutual trust and respect, innovative, creative, solution orientated – ability to design ideas without direction, people orientated, hard-working, highly motivated, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results. Willing to adapt work schedule in accordance with professional requirements; Prepared to travel.
- DUTIES** : The effective coordination of all activities aimed at providing suitable accommodation to SAPS&IPID and facilitate the improvement of services delivery -undertake a study on client department's needs; facilitate feasibility study reports which includes research on latest property trends and align with client department's needs; conceptualise and plan the provision of accommodation to client department; contribute to the development, facilitation and implementation of User Demand Management business processes within the directorate; ensure that processes are aligned and are aimed at delivering component strategic objectives and service delivery initiatives; support the development of service delivery standard that will culminate into service level agreements; ensure the effective and efficient service delivery project and programme management; monitor and implement measures for effective and efficient service delivery; develop intervention mechanism to address clients' needs. The effective management and implementation of good corporate governance within User Demand Management component- effectively manage directorates' budget inputs and allocations; oversee the monitoring of directorates' expenditure against allocations; oversee the effective and efficient administration of damaged and lost assets related to the directorate; ensure that all financial transactions comply with Treasury

Regulations; provide advice to the Chief Financial Officer and Accounting Officer on financial management related matters; report any breach or failure to comply with any financial and cooperate governance guidelines and frameworks. The provision of management support on departments contribution to government headed projects and programmes-oversee the promotion, establishment and implementation of best practice plans on immovable asset management; manage the promotion of property lifecycle planning culture; oversee the marketing and implementation of BEE policies and practices; manage the departments contribution on asset management to developing governments; manage the recruitment of interns, learners and facilitate skill exchange/transfer programmes; manage the promotion of skills development initiatives. The effective management of User Demand Management directorate-ensure that the directorate complies with the Medium Term Expenditure Framework; manage the effective and efficient implementation and maintenance of risk management processes on immovable property; undertake key account management of immovable properties entrusted with the directorate; maintain conducive professional relationships with stakeholders and clients; establish and maintain good working relations with all stakeholders and client departments; control and manage human, financial and physical assets attached to the directorate

**ENQUIRIES** : Mr B Kgasoane, Tel No: (012) 406 2020  
**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** : 06 December 2019at 16h00

#### OTHER POSTS

**POST 42/55** : **CHIEF ENGINEER GRADE A: MECHANICAL REF NO: 2019/295**

**SALARY** : R1 042 827 - R1 978 146 per annum (all-inclusive (OSD) package)  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification with a minimum of 6 years' post qualification experience required as a Registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.

**DUTIES** : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specification and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

**ENQUIRIES** : Mr KB Mbhele Tel No: (031) 314 7000  
**APPLICATIONS** : Durban Regional: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
**FOR ATTENTION** : Mr R Joseph

**POST 42/56** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A**  
 (Senior Project Manager)

**SALARY** : R1 042 827 - R1 192 365 per annum (All-inclusive OSD Package)  
**CENTRE** : Cape Town Regional Office Ref No: 2019/296 A (X8 Posts)  
 Port Elizabeth Regional Office Ref No: 2019/296 B (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	A National Higher Diploma in the built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP or a B-Tech degree in the Built Environment with a minimum of 6 years' experience as a registered professional construction project manager with the SACPCMP. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.
<b><u>DUTIES</u></b>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<b><u>ENQUIRIES</u></b>	:	Ms T Kolele Tel No: (021) 402 2963 (Cape Town Regional Office) Mr JG Van Der Walt Tel No: (041)408 2003 (Port Elizabeth Regional Office)
<b><u>APPLICATIONS</u></b>	:	<b>Cape Town Regional:</b> The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town. <b>Port Elizabeth:</b> The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Or Hand Deliver at Customs House Building, Lower Heerengracht StreetCape Town
<b><u>FOR ATTENTION</u></b>	:	Ms N Mtsulwana (Cape Town Regional) Ms F. Clark. (Port Elizabeth)
<b><u>POST 42/57</u></b>	:	<b><u>CHIEF QUANTITY SURVEYOR - GRADE A</u></b>
<b><u>SALARY CENTRE</u></b>	:	R854 154 - R976 635 per annum. (All-inclusive salary package) Johannesburg Regional Office Ref No: 2019/297A Cape Town Regional Office Ref No: 2019/297B
<b><u>REQUIREMENTS</u></b>	:	A Degree in Quantity Surveying qualification or relevant qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor. A minimum of 6 years post qualification experience required, a valid driver's licence. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field Knowledge of contract and building law to the extent applied in the profession, Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.
<b><u>DUTIES</u></b>	:	Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects, Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.
<b><u>ENQUIRIES</u></b>	:	Mr M Mudau Tel. No: (011) 713 6024 (Johannesburg) Ms T Kolele Tel No: (021) 402 2963 (Cape Town)
<b><u>APPLICATIONS</u></b>	:	Johannesburg Regional: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerenracht Street Cape Town.

**FOR ATTENTION** : Mr M Mudau (Johannesburg Regional)  
Ms N Mtsulwana (Cape Town Regional)

**POST 42/58** : **DEPUTY DIRECTOR: PROPERTY FINANCE REF NO: 2019/298**

**SALARY** : R733 257 per annum (All-inclusive salary package), (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 Commerce (Real Estate Finance or Property Economics), Willingness to travel, Be in possession of a valid driver's license. Knowledge: Public Finance Management Act, Relevant experience in portfolio and property investment analysis, Sound experience in conducting property and project feasibility studies is required, A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools, Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices, Financial management and knowledge of the leasing environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services and Objectives, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Computer literate, Time management, People management, Report-writing, Well-developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

**DUTIES** : Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation, Conduct cost benefit and risk return assessments for the government's new and existing property portfolio, Visit building sites to assess and develop reports, Interpret, analyse and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets, Assess the financial and socio-economic benefits for all property investment/investment option, Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management, Assess and make recommendations on investment opportunities that avail themselves to the department and their impact in terms of risk / reward for government and compliance with government rules and regulation, Provide input, guidance and interpretation of feasibility studies on various projects, Advise and recommend for investment/disinvestment of fixed assets, analyse and recommend innovative procurement or finance option available to government, Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

**ENQUIRIES** : Mr V Bedesi Tel No: (012) 406-2047

**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** : 06 December 2019at 16h00

**POST 42/59** : **CONSTRUCTION PROJECT MANAGER REF NO: 2019/299 (X2 POSTS)**

**SALARY** : R718 059 – R766 278 per annum (OSD) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment Field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience. Compulsory registration with the SACPCMP as a Professional Construction Manager. A valid driver's license. Computer literacy. Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and

		understanding of the Government Procurement System. Good planning. Financial and budget skills. Sound analytical and good written and verbal communication skills. Knowledge and understanding of the JBCC and GCC form of contract.
<b><u>DUTIES</u></b>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost quality and time control. Manage project cost estimates and control changes in line with allocated budgets, plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered with the time, cost and quality frame work.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. T Kolele Tel No: (021) 402 2963
	:	The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms. E Booysen
	:	06 December 2019 at 16h00
<b><u>POST 42/60</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGER REF NO: 2019/300 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R718 059 – R766 278 per annum (OSD) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberly Regional Office
	:	A National Higher Diploma/ BTEch in the Built Environment field and a minimum of 4 years' and six months experience in the built environment, Compulsory registration with the SACPCMP as a Professional Construction Manager and/or registration with the relevant professional body in any of the Built Environment Disciplines, A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<b><u>DUTIES</u></b>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Van den Berg Tel No: (053) 838 5204
	:	The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms D Mashapa
	:	06 December 2019at 16h00
<b><u>POST 42/61</u></b>	:	<b><u>PROFESSIONAL REGISTERED TOWN &amp; REGIONAL PLANNER (PRODUCTION LEVEL) GRADE A REF NO: 2019/301</u></b>
<b><u>SALARY</u></b>	:	R618 732 – R666 540 per annum (OSD) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A degree in Town and Regional Planning as recognised by SAQA and accredited by the South African Council for Planners (SACPLAN). Registered as a Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. Have

a minimum of three (3) years post-professional registration experience as a Professional Planner. Be in possession of a valid driver's license (Code 08). Knowledge: Sound and in depth knowledge of Town and Regional Planning, Good understanding of planning principles and best practice, Sound and in depth knowledge of Town and Regional Planning, Good understanding of planning principles and best practice, Experience in the facilitation of the appropriate legislative framework, Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies, Knowledge of the real estate industry and asset management is advantageous. Skills: Computer literate, Time management, People management, Report-writing, Well-developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

**DUTIES** : Provision of professional Town and Regional Planning advice and services, Translate user or client department needs and requirements into options or accommodation solutions, Review and evaluate existing and proposed developments, Identify and advise on the relevant stakeholders Identify and advise on environmental impact, traffic engineering, heritage impact, land use, site demarcation and site development plan issues, Mediate competing spatial interests, Maintain a link between long term strategic visions and plans and short term actions, Determine the cost efficiency and time implications of projects as it relates to town planning, Determine and recommend the highest and best use, Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation, Provide input, guidance and interpretation of feasibility studies on various projects, Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

**ENQUIRIES** : Mr V Bedesi Tel No: (012) 406-2047  
**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** : 06 December 2019at 16h00

**POST 42/62** : **ASSISTANT DIRECTOR: PROPERTY FINANCIAL ANALYST REF NO: 2019/302 (X3 POSTS)**

**SALARY** : R470 040 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An appropriate B Degree in Commerce in Real Estate Finance or Property Economics, Willingness to travel, Be in possession of a valid driver's license (Code 08). Knowledge: Public Finance Management Act, Relevant experience in portfolio and property investment analysis, Sound experience in conducting property and project feasibility studies is required, A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools, Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices, Financial management and knowledge of the leasing environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services and Objectives, Legislative and legal aspects of built environment developments and informed decision-making Skills: Computer literate, Time management, People management, Report-writing, Well-developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

**DUTIES** : Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation, Conduct cost benefit and risk return assessments for the government's new and existing property portfolio, Visit building sites to assess and develop reports, Interpret, analyse and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property A investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets Assess the financial and socio-economic benefits for all property investment/disinvestment option, Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum

portfolio management, Assess and make recommendations on investment opportunities that avail themselves to the department and their impact in terms of risk / reward for government and compliance with government rules and regulation, Provide input, guidance and interpretation of feasibility studies on various projects, Advise and recommend for investment/disinvestment of fixed assets, analyse and recommend innovative procurement or finance option available to government, Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

**ENQUIRIES** : Mr V Bedesi Tel No: (012) 406-2047  
**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** : 06 December 2019at 16h00

**POST 42/63** : **SENIOR STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2019/303 (X2 POSTS)**

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting, Management Accounting or Finance related qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

**DUTIES** : Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on Persal expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Co-ordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

**ENQUIRIES** : 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** : 06 December 2019at 16h00

**POST 42/64** : **ADMINISTRATION OFFICER: PROJECTS REF NO: 2019/304 (X1 POST)**

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Management/Administration or related qualifications. Computer literacy (MS Word, PowerPoint, and Excel & Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, Ability to work independently.

**DUTIES** : Assist with the vesting of estate property. Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility.

**ENQUIRIES** : Ms T. Kolele Tel No: (021) 402 2063  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms E Booysen  
**CLOSING DATE** : 06 December 2019 at 16h00

**POST 42/65** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: 2019/305**

**SALARY** : R257 508 Per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Secretarial, Office Management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks;



**DUTIES**

Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at different levels; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion.

Provides a secretarial/receptionist support service to the manager; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager's budget; Collects and coordinates all the documents that relate to the manager's budget.

**ENQUIRIES  
APPLICATIONS**

Ms T Khumalo Tel No: (012) 406 1546  
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  
CLOSING DATE**

Ms N.P Mudau  
06 December 2019 at 16h00

**POST 42/66**

**SECONDARY DRIVERS REF NO: 2019/306 (X3 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

R145 281. Per annum  
Head Office, Pretoria  
Senior Certificate/Grade 12 certificate and relevant experience as a Secondary Driver/Messenger. A valid driver's license. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

**DUTIES**

The successful candidate will be responsible for delivery of documents and packages, sorting of mail and distribution to relevant officials within the Department. Collect and deliver mail at Post Office. Collect, distribute circulars/correspondence/package from/to Post Office/functionaries and to other Departments. Distribute and collect files and documents. Collect/distribute mail to line functionaries. Collect /distribute mail to and from other departments and receive signatures from recipients. Make photocopies and assist at Reproduction Unit if necessary. Collect shredded waste paper and deliver to designated area when required. Ensure that Registry equipment's are maintained and used correctly. Prepare packages and arrange for collection by Courier Services/Post Office. Perform any other related tasks as per supervisor's instructions including office duties.

**ENQUIRIES  
CLOSING DATE**

Ms Thembi Makama Tel No: (012) 406-1490  
06 December 2019 at 16h00

**POST 42/67** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/307**

**SALARY** : R122 595 per annum

**CENTRE** : Mthatha Regional Office

**REQUIREMENTS** : Grade 10 (Std 8) or ABET level 3 qualification. Relevant cleaning experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices.

**ENQUIRIES** : Ms N Nakumba Tel No: (012) 492 3173

**APPLICATIONS** : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

**FOR ATTENTION** : Ms N Mzalisi

**CLOSING DATE** : 06 December 2019 at 16h00