

## 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.*



- 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** : 12 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 (Not Older than 3months). 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.

## OTHER POSTS

- POST 12/23** : **LEGAL TRANSACTION ADVISOR (OFSP) REF NO: 2019/63**  
(36 Months contract)
- SALARY** : R697 011 per annum (An all-inclusive salary package)
- CENTRE** : Head Office
- REQUIREMENTS** : An LLB degree with minimum 5 years of post-qualified working experience in Corporate Law, Contracts Management proven background on corporate law (PFMA, contract law, tax law, accounting, securities law, bankruptcy, intellectual property rights, licensing, zoning laws). Understanding of specialised knowledge of law of contracts and general administration of contracts within an organisational context; Advice on PPP structuring and contracts; Public Finance Management Act; Treasury Regulations. Skills: Legal, with relevant law and experience in the drafting and negotiating of PPP and other agreements; Technical legal due diligence; Contract management; Project management Legal; Understanding advance legal and transaction structuring concepts. Work to tight deadlines. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : Consult and handle all corporate legal processes (e.g. intellectual property, mergers & acquisitions, concessions, financial offerings, compliance issues, transactions, agreements, lawsuits, patents) emanating from the Financial Sustainability Programme: Conduct legal research to keep abreast of all relevant changes of laws and advice management on the required changes and impact to OFSP operations; Advice the OFSP with all functions related to signing the final agreement through to financial close. Develop PMTE's position on legal issues in conclusion of business deals with bidders: Ensure that all agreements reached are incorporated into all the financial, commercial and legal documentation, and Assist with drafting the necessary and related correspondence. Compile the necessary submissions for the programme to obtain approval, including a comprehensive legal due diligence of the Accounting Officer/Authority has been completed. Conduct independent risk assessment on corporate legal processes, transactions

and agreements emanating from the Financial Sustainability Programme. Undertake legal risk assessment and identify all material risks, evaluate and consequently allocate to either the private sector/bidder or the Programme. Draft and administer all contracts within the PMTE's Financial Sustainability Programme: Commission and navigate study on identifying and capitalizing hidden assets; Suggest income generating asset class strategies for implementation by the Trading Entry. Prepare contractual documents in accordance with best industry practice and applicable laws and regulations.

**ENQUIRIES**

: Mr C Mokgoro Tel No: (012) 406 2165

**POST 12/24**

: **ANALYSTS: OFSP (X6 XPOSTS) (USER CHARGES MODEL REF NO: 2019/64A X2 POSTS, FINANCE MODEL REF NO: 2019/64B X2 POSTS AND REVENUE GENERATION REF NO: 2019/64C X2 POSTS)**  
(36 Months contract)

**SALARY**

: R697 011 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 Accounting, Finance, Statistics or Economics and relevant experience in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Experience in analysing large data using quantitative techniques. Knowledge: Public Finance Management Act; Treasury Regulations; General Reporting Accounting Practice (GRAP); General Accepted Accounting Practice (GAAP); Financial directives and procedures; MS Office-Word, Excel & Power Point; Research and information gathering; Create financial forecasts; 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. Interact 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.

**ENQUIRIES** : Mr C Mokgoro Tel No: (012) 406 2165

**POST 12/25** : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 2019/65**

**SALARY** : R585 366 - R630 597 per annum (All-inclusive OSD salary package)  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : B degree in Urban/Town and Regional Planning or Environment Management Studies with relevant experience in Town and Regional Planning and environmental issues; Registration with SACPLAN as a professional Town and Regional Planner or with South African Council for Natural Scientific Professions (SACNASP). Knowledge: Town & Regional legal and operational compliance; Town & Regional systems and principles; Project Management; Research and development; Knowledge of legal compliance; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer Literacy. Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Ability to work under stressful situations; Ability to communicate at all levels. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

**DUTIES** : Ensure the application of town and regional planning principles in land development; facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects; ensure adherence to legal requirements; co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; ensure the compilation and adoption of technical and planning standards, norms and guidelines; formulate, interpret and implement planning legislation, guidelines, policies and regulations; facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers; Plan and design to ensure sustainable human settlement; Compile of spatial development frameworks (SDF) (as part of the IDP processes); Compile guidelines and evaluate land use management schemes (LUMS). Human Capital Development-Mentor, train and develop candidate town and regional planners and town and regional planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice; Supervise town and regional planning work and processes; Performance management and development. Office administration and budget planning; Prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Extent of effective town and regional planning application. Extent of effective management of personnel. Extent of effective office administration and budget planning. Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on town and regional planning technology to improve expertise; Liaise with relevant bodies/councils on town and regional planning-related matters. The extent of effective and efficient research and development.

**ENQUIRIES** : Mr. Malusi Ganiso Tel No: (012) 406 1035