

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 : 08 March 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.

OTHER POSTS

POST 06/76 : **DEPUTY DIRECTOR: IAR ACCOUNTING REF NO: 2019/45 (X2 POSTS)**
 (24 Months Contract)
 (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R826 053 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 Financial Accounting, Asset Management and Business Administration as recognized by SAQA, relevant experience in Asset Management, financial reporting and project management will be an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance, Identify completed projects for capitalisation, Design and manage a plan for physical verification of completed projects, Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers, Apply deemed cost on properties (transfer, additions etc.), Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions, Perform reconciliations between Deeds and the IAR bi-annually, Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements, Perform reconciliation between properties handed over for physical verification and QA report and update IAR, Develop the risk and control matrix; and monitor compliance thereof, Analyse audit reports and develop audit remediation plans, Implement

audit plans and respond to audit queries, Provide advisory support to management on asset register and GRAP standards.

ENQUIRIES : Mr. S. Sokhela Tel No: (012) 406 1143 / 2043

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 06/77 : **ASSISTANT DIRECTOR: CANDIDATE GIS PROFESSIONAL: IMMOVABLE ASSET REGISTER REF NO: 2019/ 46 (X2 POSTS)**
(12 Months Contract)
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R356 289 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Geography, Land Surveying; Information Technology, Geographic Information Systems (GIS); Property Management; Environmental Science; Geo-informatics; Real Estate; Town and Regional Planning. Experience in Geographic Information Systems, Immovable Asset Management; Property management and State Land Administration. Computer Literacy. A valid driver's license. Registration with the SACG office within GIS and experience at a supervisory level will be added advantage. Knowledge: Immovable Asset Lifecycle Management, PFMA; Treasury Regulations; GRAP; Structure and Business functions of the department; GIAMA Act; South African Spatial Data Infrastructure Act; Electronic management Act; PAIA Act; Geomatics Profession Act; Statistics Act; SA Geographical Names Council Act; Public Service Act and Regulations, Disposal Act; State Land Administration; ArcGIS Tool box; ArcGIS online; in-depth spatial data analysis and techniques. Have good knowledge of related systems such as ArcGIS, QGIS; CSG website, Deeds office website, Lapsis website; Lightstone website, Land Administration website. Skills: Good verbal and written communication skills; Problem solving skills; Financial management skills; Interpersonal skills; On-job training skills in GIS; Asset Management skills; People Management; Project Management; Influencing skills; Time management skills; Negotiation skills; Decision making skills; Motivational skills; Programmatic skills. Personal Attributes: Ability to handle confidential information; Ability to take accountability; Good code of ethics; Ability to work independently and in a group, Ability to supervise people; Ability to work under pressure; Adaptability, Resilience and Proactivity. Willingness to travel and meet deadlines.

DUTIES : Research, plan, and document GIS related procedures and solutions within REIRS Branch. Spatial reconciliation of National and Provincial Immovable Asset Registers. Perform spatial representation of Immovable Asset data and information on ad hoc request from internal stakeholders. Provide inputs on GIS work flows for the maintenance of the Immovable asset register. Geo-database maintenance and clean-up of land and buildings information for the immovable asset register. Provide spatial information for internal and external audit queries. Perform and present gap analysis and remedy actions on GIS State Land and State buildings data for completeness of immovable asset register. Perform quality control checks to ensure spatial data integrity on Immovable Asset Register. Prepare GIS Dashboards and web maps for internal Stakeholders. Consolidate reports on projects undertaken in the REIRS Branch as required by the DD and the Director. Engage relevant Stakeholders on State Land Administration. Verify queries related to physical verification. Capture metadata. Perform State Land use verification. Geo-referencing of administrative geographically data. Manage the processes of capturing and digitizing of building footprints to support field verification.

ENQUIRIES : Mr Mkhacani Chauke Tel No: (012)406 2043

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 06/78 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2019/47**

SALARY : R242 475 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Property Management/Real Estate/Property Law/ Public Management or equivalent qualification. Relevant experience in acquisitions of property rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively. Communication, report-writing and presentation skills. Computer literacy.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative.

ENQUIRIES : Ms S Minne Tel No: (041) 408 2067
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms. F Clark

POST 06/79 : **ADMINISTRATION CLERK: FINANCE & SCM REF NO: 2019/48**

SALARY : R163 563 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A Senior Certificate (Grade 12) with relevant experience in office administration. Advanced communication (verbal and Written. Basic numeracy, Interpersonal skills, office administration and organizational skills, planning and Organizing. Computer literacy.

DUTIES : Support the effective management of the work flow of the component. Support the administration of functions of the office. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate meetings and minutes. Manage due dates of correspondence. Manage visits and visitors. Prepare documentation for meetings, presentations and Reports. Manage sorting and filing of documents. Arrange travel and accommodation. Process forms and documents related to claims, payments and invoices relevant to the office.

ENQUIRIES : Mr. S Mkutukana Tel No: (041) 408 2040
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark