

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 : 29 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. 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 10/38 : **CHIEF STRUCTURAL ENGINEER: ENGINEERING SERVICES REF NO: 2019/56**

SALARY : R991 281 - R1 133 427 per annum (All inclusive OSD salary package). (The Department will determine the appropriate salary notch based on the years of experience post registration as a Professional Engineer).

CENTRE : Head Office: Pretoria

REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or Relevant Qualification. Six Years Post Qualifications experience required as a Registered Professional Engineer. A Valid Driver's License. Compulsory Registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which includes but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Water Services Act, and the OHS Act is required. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final

professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Mr. M Ramushu Tel No: (012) 406 2109
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 10/39 : **DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2019/57**

SALARY : R826 053 per annum (All-inclusive salary package)
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate/relevant experience in property environment, project management and management; A valid driver's licence. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; drivers licence; willing to adapt work schedule in accordance with professional requirements.

DUTIES : Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets (user Assets Management plan, custodian Assets Management);ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; Develop and implement Energy Efficiently Strategy; Develop and implement Waste Management Strategy. Management and administration of leased property-ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensures that buildings are user-friendly and accessible; manage and maintain client relationship; Develop and implement risk management strategy; Assume the role of property incubator Champion Programme ;Continuously liaise with SMU on re-engineering of Business Processes; Generate BEE statistics on a monthly and quarterly basis. Effective management of the sub-directorate- administrate employment related processes of the component; manage the budget and expenditure of the component. Co-ordinate units monthly and quarterly reports; Co-ordinate units Monthly and Quarterly reports.

ENQUIRIES : Mr R Matlala (MMB) Tel No: 018- 381 5202
APPLICATIONS : Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 10/40 : **CONTROL WORKS MANAGER: BUILDING REF NO: 2019/58**

SALARY : R444 693 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in the Building or civil engineering field with relevant building maintenance and project management experience and extensive supervisory experience. Ability to plan, organize and manage people and

resources. A valid driver's license. Computer literacy (MS Excel, Word and Presentation). Knowledge and understanding of the PFMA, the OHSA, as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage.

DUTIES : Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Manage work performance of Chief Works and Junior Unit staff members. Compile specifications and handle inspections in the civil and building field. Analyze all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA. Plan and execute service contracts for building works. Formulate administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.

ENQUIRIES : Ms M Llali (MMB) Tel No: (018) 386 5379

APPLICATIONS : Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 10/41 : **ADMIN OFFICER: PROJECT ADMIN AND BUDGETS: ENGINEERING SERVICES REF NO: 2019/59**

SALARY : R242 725 per annum

CENTRE : Head Office: Pretoria

REQUIREMENTS : A three year tertiary qualification in administration or equivalent qualification. A relevant working experience in administration and budget management. Experience in project administration will be an added advantage. Competency in Microsoft office (Word, Excel, PowerPoint and Office).

DUTIES : Handle procurement of goods and services for the Directorate. Process procurement request on the departmental finance system. Assist the Chief Directorate with procurement of good and services. Plan and monitor the budget of the Directorate. Assist the Chief Directorate with its budget requirements. Coordinate travel arrangements of the members of the Directorate. Process travel claims of the technical staff members. Assist with the administrative duties of the Engineering Candidacy Programme. Prepare, organize, receive and distribute all necessary engineering projects material. Capture project information and requests on the project tracking system. Follow-up on deliverable expected from the technical staff. Efficiently communicate to project stakeholders on the status of their deliverables. Attend project meetings and take notes when required. Maintain complete and accurate records of all project requests. Assist with arrangements of technical training of technical staff. Assist the Director with general ad-hoc administrative matters. Assist members of the Directorate, the Chief Directorate and the Branch with administrative matters as and when it is needed.

ENQUIRIES : Mr. M Ramushu Tel No: (012) 406 2109

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 NP Mudau