

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 February 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 03/29 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES & OTHERS REF NO: 2019/01**
 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 the relevant field with extensive appropriate experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES : To manage the accommodation requirements of the Correctional Services & Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Correctional Services and other clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Correctional Services and other clients - analyse budget on WCS; monitor expenditure levels;

align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Correctional Services and other clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

- ENQUIRIES** : Mr Melikhaya Time Tel No: (012) 406 1152
- 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 03/30** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: JUSTICE AND COMMISSIONS REF NO: 2019/02**
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 the relevant field with extensive experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
- DUTIES** : To manage the accommodation requirements of the Justice & Commissions portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Justice & commissions clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Justice and Commissions - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of

funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Justice and Commissions clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

- ENQUIRIES** : Ms Jayshree Pardesi Tel No: (012) 406 2091
- 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 03/31** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE AND OTHERS REF NO: 2019/03**
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 the relevant field with extensive experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
- DUTIES** : To manage the accommodation requirements of the Defence and Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Defence and other clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Defence and clients - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Defence and other clients; liaise with project managers

on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Ms Krishnie Nadasen Tel No: (012) 406 1261
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 03/32 : **DEPUTY DIRECTOR: DISPOSAL REF NO: 2019/04**

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 qualifications in Real Estate Management/Property Management / Financial Management, Property Law or equivalent qualification. Relevant work experience in the property or immovable asset management preferably in disposals, relevant supervisory experience on Assistant Director Level. Knowledge: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's license.

DUTIES : Manage the disposal process of State land- co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; establish the ownership of land to be disposed; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; compile and present budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.

ENQUIRIES : Mr M Cele Tel No: (012) 406 1204
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 03/33 : **DEPUTY DIRECTOR: INDUSTRY RESEARCH REF NO: 2019/05**

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 Property, Finance, Economics, Mathematics, Statistics or equivalent qualification, Relevant work experience in the property, construction industries and in a research related role. Knowledge: Competence in

Microsoft Office applications, high competence in MS Excel (advanced), competence in research and report compilation, understanding of analytical tool development, knowledge of property investment, management and valuation, good project and people management skills. Personal attributes: Excellent interpersonal, communication and analytical skills, ability and willingness to work under pressure, able to work independently, dedicated, diligent and focused, passionate about knowledge and research, good presentation skills, innovative thinking, must be able to take initiative, commitment to excellence in every aspect of work.

DUTIES : Research and analyse financial, economic, social and other trends and topics independently, perform data analysis and documentation of insights, prepare comprehensive business reports, perform portfolio analysis, benchmarking and performance measurement, work closely with stakeholders with different backgrounds to validate analyses and output, provide technical assistance to other units within the business, develop analytical tools and investment related policies for the Department.

ENQUIRIES : Ms L Skhosana Tel No: (012) 406 1548

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 03/34 : **DEPUTY DIRECTOR: VALUATION SERVICES REF NO: 2019/06**

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 Real Estate (Property Valuation). Relevant experience at Assistant Director Level in property Valuations. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer . A valid unendorsed driver's licence. Knowledge of valuation of all types of properties and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advance report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Undertake managerial functions and conduct valuation of all types' properties as delegated by the Director. Submit valuation reports to the Land Affairs Board for assessment and approval and liaise with the Board on valuation matters. Review and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes. Provide inputs into the appointment of private valuers. Consider and comment on valuations received from private and candidate valuers. Drive the mentorship programme for Candidate valuers and also supervise the work of Professional Associated valuers. Promote the interest of the valuers profession in general.

ENQUIRIES : Mr H Ndlovu Tel No: (012) 406 1888

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 03/35 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2019/07 (X4 POSTS)**
(Twelve 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

<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Accounting or equivalent qualification with extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
<u>DUTIES</u>	:	Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at head office and in the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
<u>ENQUIRIES</u>	:	Mr H Abrahams Tel No: (012) 406 1270
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 03/36</u>	:	<u>EXECUTIVE OFFICER MANAGER REF NO: 2019/08</u>
<u>SALARY</u>	:	R697 011 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.
<u>DUTIES</u>	:	The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. 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; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/

workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – 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; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG’s office. Risk and compliance management-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 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; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; 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; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

- ENQUIRIES** : Ms. Florence Rabada Tel No: (012) 406 1142
- 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 03/37** : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2019/09**
- SALARY** : R444 693 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in Accounting, Financial Management or equivalent qualifications. Relevant experience in budgeting and planning for property related expenditure and willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.
- DUTIES** : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget input inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any

transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments.

ENQUIRIES : Ms. M Dlova, Tel No: (012) 406 1255

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 03/38 : **ASSISTANT DIRECTOR: VALUATION SERVICES REF NO: 2019/10**

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Real Estate (Property Valuation). Relevant experience in property Valuations. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver's licence. Knowledge of valuation of various types of properties and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advance report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Assist in the managerial functions and conduct valuation of various properties as delegated by the Director. Submit Valuation reports to the Land Affairs Board for assessment and retification and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Assist in driving the mentorship programme for candidate valuers and associated initiatives. Promote the interest of the valuers profession in general.

ENQUIRIES : Mr H Ndlovu Tel No: (012) 406 1888

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 03/39 : **ASSISTANT DIRECTOR: SITE DELIVERY PROGRAMME REF NO: 2019/11**

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualifications in Town and Regional Planning. Relevant experience in Land Use Management and Administration, Project Management, Development Studies/Planning and Town and Regional Planning. Knowledge of: Applicable legislation, standards and guidelines related to town and regional planning, Technical issues related to town and regional planning, Site layout, Feasibility investigations regarding property development, Policy research, analysis and development, Procurement processes and procedures, Built environment. Town and regional planning; Public works programmes. Finance and Administration, Contract management, Registration with the SA Council for Planners or have a Candidate Planner Certificate as an added advantage; drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements. Skills: Financial administration, Management of service level agreements, Effective communication, Technical report writing, Numeracy, Computer literacy. Organisation and planning, Relationship management; Programme and project management. Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Conflict resolution, Negotiation skills, Analytical thinking, Innovative, Creative, Solution orientated, Ability to work under pressure, Ability to communicate at all levels, People orientated, Hard-working, Highly motivated.

DUTIES : Monitor the implementation of town and regional planning principles on fixed asset development –manage Site Delivery Programme in line with town and regional planning principles applicable in fixed asset development and as per set timeframes and budgets; compile and maintain departmental town planning policy documents, records and files to enhance Site Identification delivery services; formulate policies and guidelines based on related best practices; verify compliance with legislation and conditions by relevant authorities. Provide site identification delivery services:- develop, negotiate and manage the Site Delivery Programme; verify Pre-Design Information Requests; negotiate Project Execution Plans; facilitate the identification and determination of the feasibility of potential sites; issue Service Delivery Agreements to service providers; facilitate site clearance in terms of Project Execution Plans; manage site clearance standards as agreed with Project Managers; identifying blockages and required interventions; provide helpdesk and stakeholder liaison services on National Site Identification progress; Attend to site related queries. Develop and manage framework for the development of state assets -ensure the involvement of all related stakeholders; facilitate the development of the framework; co-ordinate and monitor the implementation thereof in compliance with applicable legislation and town and regional planning standards and guidelines; evaluate the impact of private developments on adjoining state assets.

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

FOR ATTENTION : 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

POST 03/40 : Ms N.P Mudau

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT (EXISTING PROPERTIES) REF NO: 2019/12

SALARY CENTRE REQUIREMENTS : R444 693 per annum
: Head Office
: A three tertiary qualification in property management or related qualification field with extensive experience in the relevant field; Asset Management. 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; problem solving; presentation skills, Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels. Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Assist with the effective management of the administration of Departmental property - provide advice and inputs on drafting plans regarding immovable assets; assist with the control of property rights and vesting of state land; ensure compliance to property legislations; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; facilitate capturing of revenue and expenditure of all state owned and leased property in property information, The effective administrative support to the component -ensure effective maintenance and function ability of properties leased out, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties.

ENQUIRIES APPLICATIONS : Mr. S Ncoane Tel No: (012) 406 1575

FOR ATTENTION : 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

Ms N.P Mudau

POST 03/41 : **PROJECT COORDINATOR REF NO: 2019/13**
(Twenty Four Months Contract)

SALARY : R444 693 per annum
CENTRE : Head Office
REQUIREMENTS : A three tertiary qualification in Public Management/ Administration, Social Science, Commerce, Political Science, Development or Policy Development Studies. A qualification in project or programme management will serve as an added advantage. Knowledge and experience: Competent project or programme administrator or coordinator with relevant experience in public or private service. Knowledge and experience in use of office package is essential; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure. Extensive travelling and working irregular hours. The role also demand excellent oral and written communication skills.

DUTIES : Stakeholder management-Develop and maintain database of stakeholders. Liaises with stakeholders on constant basis. Support the implementation of the Stakeholder Consultation Strategy and Plans. Administrative support-Provide administrative support. Document management system implementation. Secretariat support- Coordinate logistics for meetings. Send invitations and receive confirmation. Draft the Agendas. Record, circulate and update minutes. Filing and record management. Update coordinated action list. Request and receive documents. Compile meeting packs. Arrangement of workshops and events-Bookings of venues for workshops and events. Attend to all workshops and events logistical services. Arrange all events related to the project. Produce draft event and workshop report/s. Project Work stream coordination-Administer the work of the work streams. Support coordination and collation of work streams inputs. Project progress report coordination- Update and track project progress. Generate project reports on a need basis. Documents management -Provide efficient management of document among the project team and affected stakeholders. Receive and classify inputs from stakeholders. Store and retrieve project documents from time to time.

ENQUIRIES : Mr. Mthokozisi Sidambe Tel No: (012) 406 1789
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 03/42 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITIONS REF NO: 2019/14**

SALARY : R444 693 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive experience in property acquisitions will be an added advantage. Willingness to travel, valid unendorsed drivers licence. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/systems; Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Lead the procurement process for all procurements at head office. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Compile budget and expenditure reports for the section.

ENQUIRIES : Mr M Mabinja Tel No: (012) 406 2066
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 03/43 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2019/15 (X2 POSTS)**

SALARY : R356 289 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive finance experience with experience of Accrual Accounting and practical experience. A valid driver's licence and willingness to travel for official purposes. Demonstrative knowledge of Movable and Immovable Assets, Finance Leases and Accruals disclosure. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP. Microsoft Excel and SAGE X3 financial systems experience will be advantages. Skills: Sound analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organising, problem solving, diplomacy, ability to work under pressure to meet tight deadline.

DUTIES : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accruals, provisions, other liabilities immovable assets {property, plant & equipment, investment property, heritage assets} and leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate's supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.

ENQUIRIES : Mr H Abrahams Tel No: (012) 406 1270
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 03/44 : **ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: 2019/16**

SALARY : R356 289 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial Management with accounting as a major subject or relevant qualifications. Knowledge of Transversal systems (BAS, PMIS), Public Finance and Management Act, Compiling of reports. Skills: Managerial skills, Report writing, Accounts and numeric skills, Communication skills, Problem solving skills. Ability to work under stressful conditions.

DUTIES : Facilitate and implement the financial processes for the recovery of funds owed to the department: compile invoices based on itemised billing; calculate monthly

advance charges for clients department; invoice clients department for recoverable claims and advances and confirm the receipt by the client dept; ensure timeous payment of advances on accommodation charges; compile and update Credit Register on amounts invoiced and amounts recovered; reconcile the Credit Register against the recovery report; Liaise and interact with stakeholders and client departments on budget allocations- Confirm receipt of invoices by client department; liaise with client departments on non- payment; liaise with the regions on corrections to be done on the invoices. Attend to client queries. Ensure effective client relations management. Verification of Municipal payments. Obtain detail payments downloads from PMIS. Liaise with Regions for verification/journal. Attend to queries from clients relating to Municipal Services. Issue claims for Municipal Services to all National Government Departments. Monitoring and reconciliation of payments received for Municipal Services obtain and consolidate information from BAS and PMIS:- Report on revenue collected by the department. Balancing payments received. Following up on non-payment of invoices and communicate with the debt management team Management or Treasury. Ensure clearance of the suspense account BAS (Municipal) Reconciliations. Monitor credit register, reconcile payments recoveries (Municipal) with PMIS download.

ENQUIRIES : Mr W Van Jaarsveld Tel No: (012) 406 2151
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 03/45 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO: 2019/17**
 (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R356 289 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : three year tertiary qualification in economics, accounting, business studies or relevant qualification and relevant working experience in Property Management and / or finance, Supervisory 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 licence. 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, research.

DUTIES : Ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; Monitor debtor age analysis trend and provide intervention where required. Effectively manage claims by ensuring that debt claims are recovered within prescribed timeframes; ensure that balances are confirmed with client department; resolve tenants disputes on payments; ensure that debt claims are correctly recorded; Monitor tenant's rental payment trend analysis. Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Effective implementation of the property expenditure management system, Manage property revenues, Liaise with clients regarding property payments and revenue and respond to audit queries.

ENQUIRIES : Mr E Nkuna Tel No: (012) 406 1210
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 03/46 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: 2019/18 (X1 POST)**

SALARY : R242 475 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or equivalent qualification with relevant experience in financial reporting. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS. SAGE X3 Financial Systems experience will be advantages. Skills: Sound analytical, problem identification and solving skills, communication skills (written and verbal), report writing and presentation skills, problem solving, analytical thinking, and time management skills. Ability to work independently, computer literate with advanced Excel skills. Ability to meet deadlines.

DUTIES : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on assets, accruals, provisions, other liabilities and leases). Assist in preparing and consolidating workings, preparing disclosure notes and supporting workings for journals relating to financial reporting. Processing of journals on financial system. Ensure that workings are compliant with GRAP standards. Perform and manage administrative related functions as required. Support the Assistant Director in financial reporting tasks.

ENQUIRIES : Mr H Abrahams Tel No: (012) 406 1270
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 03/47 : **STATE ACCOUNTANT REF NO: 2019/19**

SALARY : R242 475 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting, Auditing or equivalent qualification as well as appropriate experience in Financial Management. Knowledge of PMIS and SAGE as well as National Treasury Regulation, Public Finance Management Act (PFMA) and Standard Chart of Accounts (Scoa) will serves as a recommendation.

DUTIES : Check and Authorise/Verify Municipal Services and Rates and Taxes payments on PMIS. Manage and Control the suspense accounts Deposit Municipalities and Claims Recoverable Accounts. Deal with all enquiries by internal and external clients. Prepare monthly reconciliation with regards to the mentioned suspense accounts. Draft submissions and other correspondence relating to his / her sphere of work. Give inputs on the quarterly and annual financial statements. Exercise document control in respect of payment document before submitting to the batch room. Couch and develop junior staff within your component.

ENQUIRIES : Ms N. Ndiyane Tel No: 021 402 2108
APPLICATIONS : all Cape Town regional 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 N Mtsulwana

POST 03/48 : **ACCOUNTING CLERK: FINANCE ACCOUNT PAYABLES REF NO: 2019/20 (X3 POSTS)**
(Twelve Months Contract)

SALARY : R196 407 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Three year Tertiary qualification in Financial Accounting with relevant experience in Financial Management/Accounting. Experience within a financial environment (accounts payables) will be an advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and transversal accounting

systems such as BAS, PMIS, WCS, SAGE. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

DUTIES : The successful candidate will be responsible for the following main objectives: Check that documents presented for payments are valid, accurate, and complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/ claims on transversal accounting systems (BAS, PMIS, WCS, SAGE). Prepare payment documents/claims for filing. Maintain entity banking details. Respond to payment/ claims and entity queries. Assist internal and external stakeholders with payment and other financial related queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies. Assist on any other ad hoc activities as requested by the supervisor.

ENQUIRIES APPLICATIONS : Mr A. Ngqongqo Tel No: (047) 502 7003
: all Mthatha applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Mr S Makhonzi Tel No: (012) 492 3298

POST 03/49 : **PAYMENT CLERKS: PROPERTY PAYMENTS REF NO: 2019/21 (X4 POSTS)**
Twelve Months Contract

SALARY CENTRE REQUIREMENTS : R196 407 per annum
: Cape Town Regional Office
: A Senior Certificate (Grade 12) or equivalent qualification with experience in MS Office software (Word & Excel), Good communication skills (both verbal and written). Excellent typing skills and good telephone etiquette. The position requires candidates with the ability to work under pressure and meet deadlines.

DUTIES : Responsible for receiving, recording, batching and capturing of all day to day maintenance and contract payments on PMIS. Record payments on the batch voucher and send to Finance for final authorization. Ensure that the payment register is updated with correct payment information on daily basis. Assist with daily receiving compiling of manual rentals, municipal services and levies payments. Compile weekly progress report of payments.

ENQUIRIES APPLICATIONS : Mr B Berends Tel No: (021) 402 2309
: all Cape Town regional 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 N. Mtsulwana

POST 03/50 : **SENIOR ACCOUNTING CLERK REF NO: 2019/22 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R163 563 per annum
: Cape Town Regional Office
: A Senior Certificate (Grade 12) or equivalent qualification with Accounting. Relevant experience in financial environment. Experience in MS Office software (Word and Excel) Good communication both verbal and written. Knowledge of Financial systems like PMIS, SAGE and BAS as well as National Treasury Regulation, Public Finance Management Act (PFMA) and Standard Chart of Accounts (Scoa) will serve as a recommendation.

DUTIES : Handling of Petty Cash office, Capturing of BAS and SAGE payments, Distributing of Payroll certificates, ensuring that filling system is in order, Handling of external and internal queries

ENQUIRIES APPLICATIONS : Ms N. Ndiyane Tel No: (021) 402 2108
: all Cape Town regional 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 N. Mtsulwana