

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



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| <u>APPLICATIONS</u> | : | The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria. |
| <u>FOR ATTENTION</u> | : | Ms NP Mudau |
| <u>CLOSING DATE</u> | : | 20 December 2019 at 16h00 |
| <u>NOTE</u> | : | An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. |

OTHER POSTS

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| <u>POSTS 44/39</u> | : | <u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: SAPS, CSP & IPID REF NO: 2019/313</u> |
| <u>SALARY</u> | : | R869 007.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 |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification in Marketing & Communication, Public Administration, Client Relationship Management, Project Management, Built and/or Construction Sciences. Extensive middle management 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. |
| <u>DUTIES</u> | : | To manage the accommodation requirements of the South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate 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 South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate 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 South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate - 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 South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate; 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 K Mogoba Tel Nosss: Tel No: (012) 406 1072
- POST 44/40** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: LAND PORTS OF ENTRY (LPOE)/BORDER CONTROL OPERATING CO-ORDINATING COMMITTEE (BCOCC) AND OTHERS REF NO: 2019/314**
- SALARY** : R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in the Built Environment field. Extensive middle management experience in the field of key account management. 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 LPOE/BCOCC & 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 LPOE/BCOCC 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 LPOE/BCOCC 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 LPOE/BCOCC 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 S Ngcobo Tel No: (012) 406 1935

POST 44/41 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2019/315**

SALARY : R733 257 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

REQUIREMENTS : A three year tertiary qualification in Social Sciences or equivalent qualification , registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and at least 3 years in social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy.

DUTIES : Review, implement and maintain the department's Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventative services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with government sector, internal stakeholders and NGO's; Manage service providers.

ENQUIRIES : Mr R Mahlatjie Tel No: (012) 406-1289

POST 44/42 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 2019/316**

SALARY : R733 257 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Finance or Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Extensive working experience at a

managerial level and in the environment of Internal Control or Auditing. Knowledge: Financial prescripts (GAAP and GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver's license, Willingness to travel and work irregular hours.

DUTIES : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment, Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress of compliance efforts, Follow up on all reported cases of financial misconduct, Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness, Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects, Coordinate internal compliance review and monitoring activities, Review and update SCM Standard Operating Procedure manual, Delegations document and Policy for the Department, Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities, Coordinate the audit between the Department and the AGSA, Represent the directorate in Audit steering committee meeting, Serve as a member of the National Condonation Committee, Provide support to Regional Offices in implementing and monitoring compliance with Finance and Supply Chain Management prescripts, Support the Department and Regional Offices with the implementation of National Treasury prescripts, Manage financial and procurement processes of the section. Compile budget inputs of the component, Manage and develop staff

ENQUIRIES : Mr Lesetja Toona, Tel No: (012) 406 2123

POST 44/43 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES, FINANCE & ADMINISTRATION CLUSTER REF NO: 2019/317 (X2 POSTS)**

SALARY CENTRE : R470 040 per annum
: Head Office

REQUIREMENTS : A three year tertiary qualification in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's licence and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES

: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: Correctional Services, Finance and Administration Cluster. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the Correctional Services and other client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of Correctional Services, Finance and Administration Cluster. Liaise with Project Managers and Property Managers on Correctional Services, Finance & Administration Cluster Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

ENQUIRIES

: Mr M Time Tel No: (012) 406 1152

POST 44/44

: **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: FINANCE AND ADMINISTRATION CLUSTER (DPWI PORTFOLIO) REF NO: 2019/318 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R470 040 per annum
: Head Office
: A three year tertiary qualification in Financial and/or Public Administration, Marketing, Real Estate Management or Built environment. Extensive relevant working experience. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Specific knowledge of the DPWI portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, ability to work under pressure; provide training to clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES

: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: DPWI Portfolio and Others. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the sign off of the Capital Works Implementation Programme for the DPWI and others client department. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and regional

level. Register and ensure programming of projects on the WCS system. Obtain project cash flows and execution plans and monitor expenditure against allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile quality monthly client specific reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate client liaison forums meetings. Assist clients in the compilation of User Asset Managements. Provide management support with general office functions related to the accommodation portfolio of Public Works and others clients. Liaise with project managers and property managers on DPWI's portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Ms Manini Dumane Tel No: (012) 406 1010

POST 44/45 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DPWI PORTFOLIO REF NO: 2019/319**

SALARY CENTRE : R316 791 per annum
: Head Office

REQUIEREMENTS : A three year tertiary qualification in Financial, or Public Administration, Marketing, Real Estate Management or Built Environment. Appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES : You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Justice and Commissions. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES : Ms M Dumane Tel No: (012) 406 1010

POST 44/46 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: JUSTICE AND COMMISSIONS REF NO: 2019/320**

SALARY : R316 791 per annum
CENTRE : Head Office

REQUIEREMENTS : A three year tertiary qualification in Financial, Public Administration, Marketing, Real Estate Management or Built environment. Appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. Logis. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES : You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Justice and Commissions. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES : Ms J Pardesi Tel No: (012) 406 2091

POST 44/47 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DEFENCE AND OTHERS REF NO: 2019/321**

SALARY : R316 791 per annum
CENTRE : Head Office

REQUIEREMENTS : A three year tertiary qualification in Financial, Public Administration, Marketing, Real Estate Management or Built Environment. Appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES : You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Defence and Others. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality

client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES : Ms K Nadasen Tel No: (012) 406 1261

POST 44/48 : **ADMIN CLERK: USER DEMAND MANAGEMENT: FINANCE AND ADMINISTRATION CLUSTER (DPWI PORTFOLIO) REF NO: 2019/322**

SALARY CENTRE : R173 703 per annum
: Head Office

REQUIREMENTS : A Senior Certificate/Grade 12 Certificate and appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, LOGIS will be an added advantage. Must be committed to provide effective and efficient administrative support services within the Directorate. Skills: Planning, resourceful, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Professional office administration, Client relations, and ability to work under pressure.

DUTIES : You will be required to provide effective and efficient administrative support in the application of space and cost norms for client accommodation requests for the DPWI Portfolio. Register and ensure programming of projects on the WCS system. Assist the Senior Administration Officer in compiling Preliminary Cost Analysis and Procurement Instructions for leased accommodation. Compile client monthly reports on Leased accommodation; Capital and Planned Maintenance Projects and circulate to Senior Administration Officer. Interfacing with internal and external stakeholders ensuring the effective flow of information and documentation to and from the office of the Senior Administration officer is achieved. Organise client liaison forums meetings. Compile Agendas; Minutes and assist the Directorate DPWI in organising logistical matters with regards to meeting requirements. Provide management support of general office functions like ordering of office equipment; travel arrangements; S & T invoice claims and payments. Undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms Veronica Netshifhefhe Tel No: (012) 406 1012