

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



The Department of Public Works and Infrastructure 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.

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, originally certified (certified within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License (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.

Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme herein referred to as Certificate for entry into the SMS.

NOTE: 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.

APPLICATION: 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, ATTENTION: Ms NP Mudau

SUPPLY CHAIN MANAGEMENT EXECUTIVE (PMTE) (DEPUTY DIRECTOR GENERAL LEVEL) REF NO: 2020/63

SALARY: All-inclusive negotiable package of R1 521 591.00 per annum including a basic salary (**Total package to be structured in accordance with the rules of the Senior Management Services**).

**Note:** The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

CENTRE: Head Office (Pretoria)

**REQUIREMENTS:** An undergraduate qualification (NQF level 07) qualification in Finance, Public Administration/Management, Economic Sciences, Supply Chain Management/Procurement or any of the Built Environment qualifications and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Certificate of entry into Senior Management Services. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge of SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations **SKILLS:** Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. **Personal Attributes:** Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

**DUTIES:** Undertake researches on latest SCM management trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework; Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the asset management plan as well as the disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods & services, infrastructure, property and facilities management. Render demand management services. Manage the acquisition of goods & services, disposal and letting of state assets including the letting of state assets no longer required. Manage the development, implementation and maintenance of corporate governance policy; ensure that the policy complies with all statutory frameworks established within the department; provide advice to the Accounting Officer on procurement related matters; report any breach or failure to comply with SCM processes guidelines and frameworks.

ENQUIRIES: Mr. SC Zaba, tel. 012 406 1548

**DEPUTY DIRECTOR GENERAL: INTER-GOVERNMENTAL RELATIONS REF NO: 2020/64**

**SALARY:** All-inclusive salary package of R1 521 591.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

**Note:** The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** An under-graduate degree (NQF level 7) in Public Management or equivalent qualification and a post graduate qualification (NQF level 8) qualification as recognized by SAQA. A Master's degree will be an added advantage. Experience: 8 to 10 years of experience at senior management services/ level. Certificate of entry into Senior Management Services as offered by the National School of Government. Willing to adapt work schedule in accordance with professional requirements.

**KNOWLEDGE:** Strategic Leadership, Knowledge of IGR and Fiscal systems, Co-operative Governance, Cultural diversity management, Performance Management and development of public servants, Employment Equity, Public Service Transformation, Public Service Act, Political Environment, Skills and Human resources Development.

**SKILLS:** Leadership, Management & decision making skills, Diplomacy, Project management, Change management, Capacity building, Analytical thinking, Strategic management, Effective communication, Conflict management, Interpersonal relations, Policy formulation, Decision making skills, Motivational skills, Integration management.

**PERSONAL ATTRIBUTES:** Creative, Resourceful, Ability to work effectively and efficiently under pressure, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.

**DUTIES:** Provide strategic leadership in the development and implementation of legislation, strategies, and policies for IGR commission researches on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies; Ensure that all IGR policies contribute to the departments` strategic objectives; Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Ensure that the budget framework is in line with Medium Term Expenditure Framework. Provide leadership and coordination support to the Department on the IGR and Parliament services: Provide relevant Political, Social and Economic perspective to key clients, Advice Entities on the constitutional and Legislative imperatives related to Parliament and Intergovernmental relations; Provide Parliamentary support to the Department, Ministry and Entities under DPW, constant analysis of the Parliamentary, Cabinet, IGR structures and Department of Public Works and Infrastructure National Intergovernmental Forums (DPWINIF) decisions to facilitate implementation by the Department. Provide procedural and administrative advice to the Department on Parliamentary matters. Provide leadership in the coordination and oversight over Public Entities and provincial departments of Public Works. Advice on the constitutional and Legislative imperatives related to Parliament and Intergovernmental relations. Provide support services to the DPWI Ministry and provincial Public Works on concurrent mandate and related matters. Facilitate the implementation of decisions on concurrent mandate and related matters emanating from IGR structures and NDPWI Intergovernmental Forums. Oversee the management and provision of services to prestige clients nationally. Oversee the development and implementation of norms and standards to guide prestige services within the Departments. Oversee the provision of furnished office and residential accommodation to Prestige Clients, which includes related infrastructure maintenance services. Ensure provision of infrastructure at State events. Management of the Branch through the establishment and maintenance of appropriate internal controls and reporting systems in order to meet performance expectations; development and management of the operational plans of the Branch and report on progress as required; manage the performance and development of employees.

**ENQUIRIES:** Mr SC Zaba, (012) 406 1544

**CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED Ref No: 2020/65**

**SALARY: All-inclusive salary package of R1 251 183 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)**

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** An Undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA plus 5 years of experience at a senior managerial level in construction/built environment. Certificate of entry into Senior Management Services. A valid driver's licence (required to travel). Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.

**DUTIES:** Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Ensure effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter-governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

**ENQUIRIES:** Mr M Mabinja, tel. (012) 406 2195.

**CLOSING DATE: 31 July 2020**