

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.

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 (within 6 months) copies of qualifications (matric certificate, certificates of 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.

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.

CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT
Ref No: 2020/162

SALARY: All-inclusive salary package of R1 251 183.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

Note: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction successful completion of the certificate of entry into senior management services in the public service as offered by the national school of government. Management experience as a professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years' experience at a Senior Management level, Relevant professional council registration with at least 10 years' applied post-registration experience in relevant aforementioned disciplines, Proven property development skills of 5 years is a prerequisite. **SKILLS:** Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy, Valid driver's licence. **KNOWLEDGE:** Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibility will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.

DUTIES: The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.

ENQUIRIES: Mrs Sasa Subban Tel No, (012) 4061790

Applications must be submitted electronically via email to dpwi14@ursonline.co.za

CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT: Ref No: 2020/163

SALARY: All-inclusive salary package of R1 251 183.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

Note: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Property Management or Facilities Management or Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. Successful completion of the certificate of entry into senior management services in the public service as offered by the national school of government. Knowledge: Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management, Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. **SKILLS:** Strategic capability and leadership, Programme and project management, Information and Knowledge management, Policy analysis and development, Client orientation and customer focus, Stakeholder management, Planning and coordination, Presentation and facilitation, Quality management, Ability to handle confidential information, Ability to work independently, Ability to work under pressure. A Valid Driver's licence.

DUTIES: Lead the development of facilities management contracts:-Oversee the development of facilities contract management guidelines, norms & standard, policies and strategies to ensure compliance with procurement procedures and legislation; Oversee the preparation, analysis, negotiation and review of contracts for facilities management services; Oversee the development of service level agreement and key performance indicators for facilities management contracts; Lead the development of technical specifications and standards for technical contracts:- Oversee the development of User Asset Management Plans (U-AMP); Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard to new technologies; Oversee the development of templates and forms for regional offices; training manuals; engineering procedures & standards and engineering specifications; Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management & maintenance services:- Ensure the development and implementation of policies and strategies; Oversee the implementation of facilities managements minor and major maintenance projects; Ensure the development and implementation of monitoring of quality standards of all projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio.

ENQUIRIES: Ms N Makhubele, tel: (012) 406 1623.

Applications must be submitted electronically via email to dpwi15@ursonline.co.za

DIRECTOR: SUPPLY CHAIN MANAGEMENT
Ref No: 2020/164A (Pretoria) 2020/164B (Durban)

SALARY: R1 057 326 per annum (all inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: DURBAN/ PRETORIA REGIONAL OFFICE

REQUIREMENTS: An under graduate qualification (NQF level 7) in Supply Chain Management, Financial Accounting, Public Administration, Economics, Management Sciences or Built Environment Profession, and five (5) years experiences at Middle/Senior management level in Supply Chain Management; Successful completion of the certificate of entry into senior management services in the public service as offered by the national school of government. Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including: Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People oriented; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES: To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics, Disposal Management and Asset Management. Manage the development and implementation of and update policies and strategies; Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand:-Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property:-Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services:-Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register:-Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile movable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes. Manage and respond to audit findings, development of Audit Action plans.

ENQUIRIES: Mr N Vilakazi, Tel: 031 314 7150
ENQUIRIES: Ms T Phiri, Tel: 012 310 5954

Applications must be submitted electronically via email to dpwi16@ursonline.co.za (Pretoria)

Applications must be submitted electronically via email to dpwi17@ursonline.co.za (Durban)

DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (5 POSTS)

SALARY: All-inclusive salary package of R1 057 326.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRES: Kimberley Regional Office (1) Ref No: 2020/165A

Mmabatho Regional Office (1) Ref No: 2020/165 B
Nelspruit Regional Office (1) Ref No: 2020/165 C
Polokwane Regional Office (1) Ref No: 2020/165 D
Umthatha Regional Office (1) Ref No: 2020/165 E

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management other related qualification and five (5) years relevant experience on Middle/Senior management level in Asset Management/ Property/Facilities Management. Successful completion of the certificate of entry into senior management services in the public service as offered by the national school of government. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. **SKILLS:** advanced report writing skills; computer literacy policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES: Effective management of Departments' property- provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments' leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments' property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property-ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administer property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues- effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation :- Manage and facilitate the process of identifying superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective management of the component- Manage employment related processes of

the component; Manage the budget and expenditure of the component.

ENQUIRIES: Mr M Mabinja, tel (012) 406 2066

Applications must be submitted electronically via email to dpwi18@ursonline.co.za (Kimberley)

Applications must be submitted electronically via email to dpwi19@ursonline.co.za (Mmabatho)

Applications must be submitted electronically via email to dpwi20@ursonline.co.za (Nelspruit)

Applications must be submitted electronically via email to dpwi21@ursonline.co.za (Polokwane)

Applications must be submitted electronically via email to dpwi22@ursonline.co.za (Umthatha)

POST: CHIEF ARCHITECT (PROFESSIONAL SERVICES)
Ref No: 2020/166

SALARY: R898 569 per annum (all-inclusive salary Package, OSD)

CENTRE: PRETORIA REGIONAL OFFICE

REQUIREMENTS: B Degree in Architecture or equivalent qualification, 6 years Architectural post qualification experience required, valid drivers license, compulsory registration with SACAP Extensive relevant experience. Appropriate and good understanding of all relevant legislation and construction industry contracts. Strong planning and analytical skills. A valid driver's license. Technical and innovative problem solving abilities. Computer literacy. Good human relations. Good and oral written communication skills. Knowledge of project management.

DUTIES: Provide technical support to protect managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections, inspect existing buildings to ensure that the state property is sensibly utilized and not wasted. Consult with building contractors. Oversee that legal and environmental requirements are adhered to during the execution of process. Advise on the suitability of architects for registration on departmental roster of consultants.

ENQUIRIES: Mr D. Sewada: 012 310 5030

POST: CHIEF QUANTITY SURVEYOR-GRADE A
Ref No: 2020/167

SALARY: R898 695.00 per annum (all-inclusive salary Package, OSD)

CENTRE: PRETORIA REGIONAL OFFICE

REQUIREMENTS: Degree in quantity survey or relevant qualification, 6 years quantity survey post qualification experience required, valid drivers license , compulsory registration with SACQSP, clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract building law to the extent applied in the profession. Quantity surveying and planning skills. Extensive knowledge of all Quantity Surveying aspects of the building and construction environment

DUTIES: Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management services on all building-related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Carry out administration and budget control in terms of Government acts and regulations.

ENQUIRIES: Mr D. Sewada Tel 012 310 5399

POST: CHIEF ENGINEER GRADE A (2 POST) Ref No: 2020/168

SALARY: R1 042 827 per annum. OSD salary package

CENTRE: JOHANNESBURG REGIONAL OFFICE

REQUIREMENTS: Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license, knowledge of programme and project management , engineering, legal and operational compliance , Engineering operational communication , Process knowledge and skills , maintenance skills and knowledge • mobile equipment operating skills ,engineering design and analysis knowledge ,Research and development, computer-aided engineering applications ,creating high performance culture, technical consulting , engineering and professional judgment Strategic capability and leadership , problem solving and analysis ,decision making , team leadership , creativity, Financial management , customer focus and responsiveness ,Communication , Computer skills, People management, planning and organising, conflict management, negotiation skills, change management registration.

DUTIES: Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory and Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology, pioneering of new engineering services and management methods. Oversee in-house engineering designs. Maintain engineering operational effectiveness; manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide Good Governance; Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. The chief engineer must chair sketch plan approvals for the engineering field.

ENQUIRIES: Adv. JM Monare, Tel (011) 713 6044

PRETORIA REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria

FOR ATTENTION: Ms A Mafa/ Ms K. Thipane

CLOSING DATE: 04 December 2020 at 16h00

APPLICATIONS: (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION: Mr M Mudau, all applications for senior management services positions must be submitted through email, to the email addresses specified per position. Please verify and make sure that the application is sent to the correct email address as each position is allocated a different email address.

