

# Department of Public Works and Infrastructure

## DEPUTY DIRECTOR GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

**Salary: All inclusive negotiable package of R1 521 591 per annum, including basic salary (70% of package) State's contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.**

• Ref no: 2020/07 • Head Office: Pretoria

**Note:** It will be expected of the candidate to sign a Performance Agreement and be subjected to Top Secret Security Clearance.

**Job Purpose:** Provide strategic leadership in the development and implementation of legislation, strategies, and policies for EPWP, oversee the delivery of services in the areas of the Infrastructure Sector, Environment and Culture Sector, Social Sector and Non-State Sector, oversee the implementation of the technical secretariat functions to the PEP-IMC and ensure that sustainable livelihoods and convergence are infused into the programme, oversee monitoring and evaluation of the Expanded Public Works Programme; manage stakeholder relationships and co-ordinate economic development across all sectors of the Expanded Public Works Programme.

**Requirements:** • An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Public Management or Public Policy, or related qualification as recognised by SAQA plus 8-10 years' experience at senior managerial level in the relevant field • Knowledge of functioning of national, provincial and local government, fundamental economics, financial management, EPWP goals and objectives, employment creation strategies, appropriate labour-intensive technologies, skills development strategies • **Skills:** • Strategic management, executive management skills, tender processes, effective communication (verbal and written), numeracy, marketing and liaison, programme and project management, relationship management, interpersonal and diplomacy skills, problem solving skills, decision making skills, motivational skills, influencing skills, negotiation skills • **Personal Attributes:** • Analytical thinking, innovative, creative, solution orientated – ability to design ideas without direction, ability to work under stressful situations, ability to communicate at all levels, including with political office bearers, people orientated, hard-working; highly motivated.

**Duties:** • Manage and tie in agreements with funding agents (such as SETAs and others) for on-going support and resources to fund the participant training on EPWP projects • Manage, co-ordinate and monitor support systems to ensure implementers' training for EPWP projects • Support the implementation of EPWP across all three spheres of government • Commission research on latest trends to advance implementation of Public Employment Programmes • Ensure the development and implementation of effective and efficient acts, strategies and policies • Ensure that all EPWP policies contribute to the department's 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 the Medium Term Expenditure Framework • Oversee the coordination of various training and capacity building initiatives of the EPWP • Support public bodies in the different sectors to implement the EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets • Ensure promotion of labour-intensive methods across all spheres of government • Oversee the Implementation of the Technical Support Programme to ensure the participation by public bodies • Oversee the implementation of the labour-intensive infrastructure programmes; oversee the coordination of social and environmental development across all sectors of the Expanded Public Works Programme • Facilitate & co-ordinate all Non-State Sector activities within the EPWP • Oversee the coordination of Public Employment Programmes • Oversee the monitoring of the implementation of PEP-IMC resolutions within the branch and in collaboration with the relevant Departments • Oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme • Prepare reports on the state of the implementation of the EPWP Service Level Agreements • Manage and analyze research data • Manage the development, implementation and maintenance of an effective monitoring and evaluation framework • Oversee the design and management of a risk management plan • Analyse reports for the EPWP Programme • Manage the spatial analysis of Public Employment Programmes.

**Enquiries:** Mr C Mtshisa, Tel: (012) 406 1546

## DEPUTY DIRECTOR GENERAL: POLICY RESEARCH & REGULATIONS

**Salary: All-inclusive negotiable package of R1 521 591 per annum, including basic salary (70% of package) State's contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.**

• Ref no: 2020/08 • Head Office: Pretoria

**Requirements:** • An undergraduate qualification (NQF 7) and Post graduate (NQF 8) in Public Management, Policy, policy management or related field of study • 8-10 years' Senior Management experience in the relevant field • **Learning Fields:** • Economics • Public Works Programmes • Contract Management • Project Management • Incubator Programme • **Knowledge:** • Understanding of the Public Sector environment and transformation challenges • PFMA • Strategic Planning • Project Management • Delivery Innovation • Built Environment • **Personal Attributes:** Analytical thinking • Innovative • Creative • Ability to work under stressful situations • Ability to communicate at all levels, including political office bearers • People orientated • Hard-working • Highly motivated • **Skills:** • Strategic management • Executive management skills • Tender processes • Effective communication (verbal and written) • Numeracy • Marketing and liaison • Programme and Project Management • Relationship Management • Interpersonal and Diplomacy skills • Problem solving skills • Decision making skills • Motivational skills • Influencing skills • Negotiation skills • Change Management • Service delivery • **Other:** • Travelling.

**Duties:** • Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry • Provide strategic leadership in the development of building regulations, norms and standards • Research, develop, monitor and review construction sector policies • Establish best practice partnerships with various stakeholders in the construction industry, local and international • Facilitate policy integration with DPW Public Entities • Oversee the development of policies within the Department • Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector • Research, develop, monitor and review policies and regulations • Establish best practice partnerships with various stakeholders in the property industry, local and international • Provide support to Immovable Asset Management • Oversee the development of policies within the Department • Develop and manage the implementation of international relation framework • Manage, integrate and coordinate international relations • Identify and articulate issues of strategic significance to the department • Develop international relations framework.

**Enquiries:** Mr C Mtshisa, Tel: (012) 406 1546

## CHIEF DIRECTOR: LEGAL SERVICES

**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 service).**

• Ref no: 2020/09 • Head Office: Pretoria

**Requirements:** • Bachelors Degree in Law/Legal or LLB degree (NQF Level 7) plus 5 years' experience at a Senior Management level with extensive relevant experience in management and drafting of contracts/leases • Knowledge of the Constitution, the Government Immovable Asset Management Act, (GIAMA), the Public Service Act (PSA), the Labour Relations Act, (LRA), the Basic Conditions of Employment Act, (BCEA), Preferential Procurement policies and related legislation, functioning of National, Provincial and Local Government, the inter-governmental related policies, the Public Finance Management Act, (PFMA), the Promotion of Access to Information Act, (PAIA) and the Promotion of Administrative Justice Act, (PAJA) • **Skills:** • Legislation drafting • Liaison with the Chief State Law advisors in conducting International Agreement • Report writing • Advanced interpersonal relations • Diplomacy Negotiation.

**Duties:** • Manage legal services • Provide high-level expert advice, guidance and opinions on legal matters pertaining to the Minister and top management • Liaise with the office of State Attorneys and the Department on litigation-related matters • Administer legal matters and contracts • Provide training to Regional Offices' components on contracts administration • Coordinate activities of legal services in all the Regional Offices • Effectively manage the component • Manage the budget and expenditure of the component • Manage the administration and safekeeping of contracts.

**Enquiries:** Mr C Mtshisa, Tel: (012) 406 1546

## CHIEF DIRECTOR: EPWP MONITORING & EVALUATION

**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 service).**

• Ref no: 2020/10 • Head Office: Pretoria

**Requirements:** • Bachelor's Degree (NQF 7) in the relevant field • 5 years' senior management experience in the relevant field • Monitoring and evaluation theory, methodology and systems • Public work programmes • **Knowledge:** Monitoring and evaluation theory and methodology • Monitoring and evaluation systems • Statistics • Databases • Goals of public works programmes • **Skills:** • Working with databases (programming queries) • Statistical skills • Strategic management • Senior management skills • Financial management • Tender processes • Effective communication (verbal and written) • Numeracy • Relationship management • Programme and project management • Interpersonal and diplomacy skills • Problem solving skills • Decision making skills • Motivational skills • Negotiation skills • **Personal Attributes:** • Analytical thinking • Innovative • Creative • Solution orientated – ability to design ideas without direction • Ability to work under stressful situations • Ability to communicate at all levels, including political office bearers • People orientated • Hard-working • Highly motivate • Driver's licence • Extensive travelling.

**Duties:** • Oversee the development and the implementation of legislations, strategies, and policies for EPWP Monitoring & Evaluation-: • Undertake researches on latest trends • Ensure the development and implementation of effective and efficient acts, strategies and policies • Ensure that all EPWP Monitoring & Evaluation 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 • Oversee the development, implementation and maintenance of an effective monitoring and evaluation framework-: • Ensure that quarterly monitoring reports on the implementation of EPWP are compiled • Oversee the management of data analysis collected nationally, provincially and at municipal level • Oversee the management of budgetary functions related to monitoring, development and implementation of the reporting system • Commission evaluation studies in line with the Monitoring and evaluation framework • Over the design and management of a risk management plan with regard to the quality of monitoring data-: • Oversee promotion of data quality in all sectors within the EPWP • Oversee and manage the risk plan for data quality • Conduct research to inform optimal budget allocation in support of the EPWP and all other departmental programme • Manage the spatial analysis capacity in support of the EPWP and all other departmental programmes-: • Oversee the promotion of spatial analysis in all sectors of the EPWP • Manage the process to map progress of the EPWP • Oversee the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes

• Oversee the development and maintenance of web based GIS to publish data and facilitate the location of projects • Effective management of the Chief Directorate-: • Manage the co-ordination and administration of the component • Manage the employment related processes the administration and development of staff • Oversee the implementation and maintenance of financial control systems • Manage the budget and expenditures of the component • Ensure that all financial transactions comply with Treasury Regulations • Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.

**Enquiries:** Ms K Zantsi, Tel. 012 492 3014

## DIRECTOR: EPWP GEOGRAPHICAL INFORMATION SYSTEM

**Salary: All-inclusive salary package of R 1 057 326.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)**

• Ref no: 2020/11 • Head Office: Pretoria

**Requirements:** • Bachelors Degree in GIS or relevant qualification Geography, Demography, Cartography, or related qualifications • Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation • Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience • Applicant must have 5 years' experience in middle/senior management • A valid driver's license and must be prepared to travel • Knowledge and understanding of Microsoft computer and its packages • Strong analytical and project management skills, high level of numeric and data analysis skills • Good communication (verbal and written) • Presentation and training skills.

**Duties:** • Provide strategic direction to the Directorate • Manage the research, design, development and implementation of GIS technology and its applications • Promote spatial analysis in all sectors of the EPWP • Manage the process to map progress of the EPWP performance against set targets • Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI • Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects • Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders • Managing the overall resources in the Directorate.

**Enquiries:** Ms K Zantsi, Tel. 012 492 3014

## DIRECTOR: EPWP REPORTING AND DATA MANAGEMENT

**Salary: All-inclusive salary package of R 1 057 326.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service)**

• Ref no: 2020/12 • Head Office: Pretoria

**Requirements:** • Bachelors Degree in information Technology/Computer Sciences or related preferably with a post graduate qualification • Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation • System development, reporting, data management processes and statistical analysis experience • Applicant must have 5 years' experience in middle/senior management • A valid driver's license and must be prepared to travel • Knowledge and understanding of Microsoft computer and its packages • Strong analytical and project management skills, high level of numeric and data analysis skills • Good communication (verbal and written); presentation and training skills.

**Duties:** • Provide strategic direction to the Directorate • Provide, implement and maintain an effective and efficient EPWP reporting system • Develop business processes and standard operating procedures for EPWP reporting to comply with EPWP frameworks and policies • Provide reporting technical support to all public bodies implementing EPWP • Ensure that all reporting public bodies have access to the reporting system • Develop guidelines and frameworks to promote data quality in all sectors of the EPWP • Manage the development and implementation of procedures for effective data management • Manage the capturing, collation, validation, maintenance and disseminate EPWP performance to all EPWP stakeholders • Managing the overall resources in the Directorate.

**Enquiries:** Ms K Zantsi, Tel. 012 492 3014

## DIRECTOR: EPWP NATIONAL YOUTH SERVICE AND BUILDING MAINTENANCE

**Salary: All-inclusive salary package of R 1 057 326.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service)**

• Ref no: 2020/13 • Head Office: Pretoria

**Requirements:** • Bachelors Degree in Social Science, Civil Engineering, Construction management or equivalent qualification • 5 years' relevant middle/senior management experience • **Knowledge:** • Construction Industry, Structure and functioning of the Department and Government, Labour-intensive construction methods, National Youth Service • A valid Driver's licence • **Skills:** • Research methodology, Project management, Financial administration, Negotiation skills, Conflict management • Ability to meet tight deadlines whilst delivering excellent results • Ability to communicate at all levels, particularly at an executive level • Ability to work independently • Good communication (verbal and written) • Presentation and training skills • Knowledge and understanding of Microsoft computer and its packages.

**Duties:** • The effective management of EPWP/NYS Projects- develop and formulate strategy on efficient management of NYS projects • Identify projects within the public works portfolio for the implementation of EPWP and NYS • Increase the labour-intensity of DPWI projects • Assist with the planning and design of these projects so that they contribute to EPWP and NYS • Assist provincial public works departments and municipalities with establishing EPWP/NYS programmes in the built environment • Assist with the implementation of the NYS projects model • Supervise the activities on the project • Manage relationships with external stakeholders, especially NYDA and DOEL maintain the effective implementation of NYS projects; ensure that work is carried out according to industry standards • Ensure that process will reach the proposed deadline on time • Compile and submit updated reports on progress and management of large projects model • The effective monitoring and reporting on the implementation of the NYS-EPWP - facilitate and manage implementation of the project • Continuously monitor the development of the programme • Monitor and report on EPWP/NYS building projects • Ensure that EPWP/NYS programme is aligned with DPWI overall capital and maintenance strategy • Compile feedback reports on the NYS/EPWP programme with DPWI • Ensure improved performance of staff on the current projects.

**Enquiries:** Mr I Ariyo, Tel. 012 492 1447

## DIRECTOR: LITIGATION, LEGISLATION AND CONTRACT ADMINISTRATION

**Salary: All-inclusive salary package of R 1 057 326.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)**

Ref no: 2020/14 Head Office: Pretoria

**Requirements:** • Bachelors Degree/NQF 7 legal qualification in the Legal Discipline (LLB) • 5 years' of experience at a middle/senior management experience in Legal Services and/or Contract Administration • Knowledge of Property • Industry and Asset Management • Constitution of the Republic of South Africa • Intellectual and Property Law • Mandate and Functions of the Department • System and Operation of South African Courts of Law • Interpretation of Legislation • Functioning of National • Provincial and Local Government • Employment Equity Act and related policies • Public Financial Management Act • Public Service Act • Promotion of Access to Information Act • Magistrates Court Act • Supreme Court Act • Promotion of Administrative Justice Act • **Skills:** • Legislation drafting skills • Excellent communication, Report writing skills • Analytical thinking • Advanced interpersonal and diplomacy skills • Negotiation skills • Ability to work independently • Able to establish and maintain personal networks • Ability to communicate at all levels, particularly at an executive level • Ability to meet tight deadlines whilst delivering excellent results.

**Duties:** • Develop essential strategies, policies and procedures for Litigation, Legislation and Contract Unit-: Undertake research on trends and review best practices • Manage the development of effective and efficient strategies, policies and procedures aligned to applicable prescripts • The effective management support and legal advice to the department on contract administration matters • The effective coordination of the contract administration function within the department • Proper functioning of the Contract Administration Components in the Department • The effective management of the legislative drafting process • Management of the Litigation, Legislation and Contract Directorate-: • Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations • Maintenance of discipline • Management of performance and development • Establish implement and maintain efficient and effective communication arrangements • Develop and manage the operational plan of the Directorate and report on progress as required • Collate inputs from the various legal officers, both at Head Office and in the regions and compile the annual audit report, at financial year-end • Compile and submit all required administrative reports • Serve on transverse task teams as required • Plan and allocate work • Quality control of work delivered by employees.

**Enquiries:** Mr C Mtshisa, tel. (012) 406-1546

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, recently 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:** 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.

Applications: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, for attention: Ms NP Mudau.

Closing date: 07 February 2020 at 16:00



public works & infrastructure  
Department: Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA