

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: 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

POSTS 01/64 : **CHIEF ARCHITECT (GRADE A): INVESTMENT ANALYSIS REF NO: 2020/01**

SALARY : R898 569 – R1 027 419 per annum (OSD) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : B Degree in Architecture or relevant qualification, Six years Architectural post qualification experience required, valid driver's license, Compulsory registration with SACAP. Experience in conducting Feasibility Studies, Be in possession of a valid driver's license. Knowledge: Architectural design, as well as knowledge in the real estate industry and asset management, Knowledge in the field of energy efficiency and sustainable design, A good understanding and competence in the context of the built environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services, Legislative and legal aspects of built environment developments and informed decision-making, Knowledge of contract building law to the extent applied in the profession is also important. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, assessing, executive report-writing and presentation skills as well as computer literate and capable to operate the MS Office Suite and AutoCAD, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure, Must have the ability to give technical inputs on small, large and mega projects as well as to project life cycle planning in support of immovable asset/portfolio management.

DUTIES : Review and evaluation existing and proposed built infrastructure, consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrade and maintenance in line with Departmental requirements, building regulations, legislation and municipal by-laws , Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements, Visit facilities to assess and develop technical reports, Assess standards of installation, operations, maintenance and records, Understanding of user requirements and translation into options or accommodation solutions which may include the development of conceptual design, Provide technical

reports so as to inform feasibility studies of small, medium and mega projects in the evaluation of the effectiveness and efficiency of existing and proposed architectural designs and built infrastructure in line with building grades, layout, space programming and space analysis, Determine the cost efficiency of projects and develop life cycle models and cost of different accommodation solutions in relation to construction time, Advise on economic life of existing infrastructure, Make recommendation on value enhancing strategies for the government property portfolio, Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames, Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry, Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management, Assess the financial and socio-economic benefits for all property investment/disinvestment option, Provide inputs into the development of business processes and guidelines for making sound investment decisions, Executive report writing.

ENQUIRIES : Mr V Bedesi, Tel No: (012) 406 2047
APPLICATIONS : 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.
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 31 January 2020 at 16h00

POST 01/65 : **ASSITANT DIRECTOR: VALUATION SERVICES REF NO: 2020/02**

SALARY : R444 693. per annum
CENTRES : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Real Estate (Property valuation) plus appropriate and relevant experience in property valuations. Registration with the South African Council for the Property Valuers' Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Value or Professional Associated Value. A valid unendorsed driver's license. Knowledge of valuation of various types of properties and applicable legislation such as , PFMA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to travel, work long hours and adapt to work schedules in accordance with professional requirements.

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

ENQUIRIES : Mr. Hendrick Ndlovu Tel No: (012) 406 1888
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 31 January 2020 at 16h00

POST 01/66 : **SENIOR INTERNAL AUDITOR - COMPUTER AUDITS REF NO: 2020/03**

SALARY : R316 719 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualifications in Information Technology, Auditing or Financial Information Systems; Appropriate experience as an Auditor in a Computer/IT Auditing environment; Knowledge of Teammate Electronic Working System; Computer Assisted Audit Techniques (CAATS) e.g. ACL; IT Auditing frameworks; Standards and Methodologies. Adequate training and experience in assessment of Information Technology environment Controls and Governance. Skills in time management;

Communication; Independent and objective mental attitude; Ability to evaluate and express a reasonable judgment on facts; Effective report writing skills; Willingness to work long hours and travel and have a valid Driver's license.

DUTIES : Undertake audit programmes regarding Risk management, internal control and Governance processes with regards to: The Information System environment; the reliability and integrity of information systems. Conduct audit programme steps on IT Audits. Conduct fieldwork and collect relevant, reliable, sufficient, and useful audit evidence. Conduct General and Applications control reviews including Technical System reviews. Assess and evaluate audit evidence of IT systems. Develop electronic audit working papers, audit findings; CAATS to support audit objectives and perform follow up audits. Assist in general Administration and compliance duties for the Directorate as and when requested.

ENQUIRIES : Mr. M, Ditshego Tel No: (012) 406 1608

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

CLOSING DATE : 31 January 2020 at 16h00

POST 01/67 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2020/04**

SALARY : R316 791 per annum

CENTRE : Kimberley Regional Office

REQUIREMENTS : A three year tertiary (NQF Level 6) qualification or equivalent qualification as recognised by SAQA. Relevant experience in training and development practices. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilisation; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Support the skills development process with regard to; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.

ENQUIRIES : Ms NJL Hlongwane Tel No: (053) 838 5377

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION : Ms D Mashapa
CLOSING DATE : 31 January 2020 at 16h00

POST 01/68 : **ADMINISTRATIVE OFFICER: REGISTRY REF NO: 2020/05**

SALARY : R257 508 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary (NQF Level 6) or equivalent qualification as recognised by SAQA. Relevant experience in Inventory management, Client orientated and Supervisory experience. Knowledge of National Archive Regulations, Public Finance Management Act, Provisioning management, Inventory administration, including stock keeping, procurement processes and procedures, inventory systems, general office management, human resources policies. Skills; record management, effective communication, report writing, planning and organising, basic numeracy, conflict management, problem solving, demonstrative computer literacy (word processing, spreadsheets, presentations) and interpersonal relations. Resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, diplomacy, trustworthy, punctuality, hard-working, self-motivated and ability to work independently. Willing to adapt to work schedule in accordance with professional requirements.

DUTIES : The administration of registry and archive functions; ensure that filing is in accordance with National Archive Regulations, ensure the effective disposal of records, ensure timeous dispatching of mail upon receipt, ensure delivery of effective courier services, ensure the correct recording of cheques, postal orders and cash in the remittance register. Issue circular numbers. Provide administrative support to the Regional office; provide training on filing systems, compile and present statistical reports to line manager on a monthly basis, receive and process requests for repairs, maintenance and installations, manage the flow of information and documents in the office, manage communication to and from the office, attend to human resources related processes and liaise with stakeholders relevant to the office.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838 5359
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms D Mashapa
CLOSING DATE : 31 January 2020 at 16h00

POST 01/69 : **ADMINISTRATIVE OFFICER: PROJECTS (2 POSTS) REF NO: 2020/06**

SALARY : R257 508. per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excell and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Ability to work independently. Knowledge of WCS would be an added advantage.

DUTIES : Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Organizing office logistical matters and acting as general receptionist. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.

ENQUIRIES : Ms. T Kolele Tel No: (021) 402 2063
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

CLOSING DATE : 31 January 2020 at 16h00