

DEPUTY DIRECTOR GENERAL: INTER-GOVERNMENTAL RELATIONS

Salary: All-inclusive package of R1 521 591 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)
Centre: Head Office (Pretoria) | Ref No: 2021/304

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

REQUIREMENTS: •An undergraduate degree (NQF Level 7) in Public Management or equivalent qualification plus a postgraduate qualification (NQF Level 8) qualification as recognised by SAQA •A Master's degree will serve as an advantage. **EXPERIENCE:** •8 to 10 years experience in senior management services or at senior management level •Willingness to adapt to a work schedule in accordance with professional requirements. **KNOWLEDGE:** •Strategic leadership •Knowledge of IGR and Fiscal systems •Cooperative 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 and decision making •Diplomacy •Project management •Change management •Capacity building •Analytical thinking •Strategic management •Effective communication •Conflict management •Interpersonal relations •Policy formulation •Motivational skills •Integration management. **PERSONAL ATTRIBUTES:** •Creative •Resourceful •People orientated •Trustworthy •Assertive •Hard-working •Self-motivated. **OTHER:** •Ability to work independently as well as effectively and efficiently under pressure •Ability to communicate at all levels as well as participate at an executive level.

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 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 •Provide leadership and coordination support to the Department on IGR and Parliamentary services: •Provide relevant Political, Social and Economic perspective to key clients •Advise Entities on the constitutional and legislative imperatives related to Parliament services and IGR •Provide Parliamentary support to the Department, Ministry and Entities under DPWI •Ensure constant analysis of the Parliamentary, Cabinet and IGR structures as well as the Department of Public Works and Infrastructure National Intergovernmental Forums (DPWINF) 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 and Infrastructure •Advise on the constitutional and legislative imperatives related to Parliament services and IGR •Provide support services to the DPWI Ministry and provincial Departments of Public Works and Infrastructure on concurrent mandate and related matters •Facilitate the implementation of decisions on concurrent mandate and related matters emanating from IGR structures and DPWI 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 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 •Manage the Branch through the establishment and maintenance of appropriate internal controls and reporting systems in order to meet performance expectations •Develop and manage the operational plans of the Branch and report on progress, as required •Manage the performance and development of employees.

ENQUIRIES: Mr S.C. Zaba, tel. (012) 406 1544.

APPLICATIONS: must be sent via email to URS Response Handling: dpwi26@ursonline.co.za

CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT

Salary: All-inclusive 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) | Ref No: 2021/305

REQUIREMENTS: •An undergraduate qualification (NQF Level 7) in Property Management, Facilities Management, Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. **KNOWLEDGE:** •Framework for supply chain management •Structure and functioning of the Department •Business functions and processes of the Department •Supply Chain Management •GIAMA •DMS •Asset Management •Public Finance Management Act •Treasury Regulations •Public Service Act and its 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. **OTHER:** •Ability to handle confidential information •Ability to work independently and under pressure •A valid driver's licence.

DUTIES: •Lead the development of facilities management contracts: ♦Oversee the development of facilities contract management guidelines, norms and standards, 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 agreements 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 (UAMP) ♦Oversee the development of strategies, policies and master portfolios ♦Ensure liaison with external service providers with regard to new technologies ♦Oversee the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications ♦Ensure the development and implementation of systems for management of maintenance •Lead the implementation of facilities management and maintenance services: ♦Ensure the development and implementation of policies and strategies ♦Oversee the implementation of facilities management on minor and major maintenance projects ♦Ensure the development, implementation and monitoring of quality standards of all projects ♦Develop and coordinate the implementation schedule for ongoing planned maintenance across asset portfolios.

ENQUIRIES: Mr N. Kubeka, tel. (012) 406 1504.

APPLICATIONS: must be sent via email to URS Response Handling: dpwi27@ursonline.co.za

DIRECTOR: FINANCE

Salary: All-inclusive package R1 057 326 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)
Centre: Johannesburg Regional Office | Ref No: 2021/306

REQUIREMENTS: •An undergraduate qualification (NQF Level 7) in Accounting/Financial Management or equivalent qualification •5 years middle/senior management experience in Finance or relevant field •Financial Management •Financial Accounting •Change Management •Essentials of budget formulation •Willingness to adapt to a work schedule in accordance with office requirements. **KNOWLEDGE:** •Public Finance Management Act •Public Service Regulations •National Treasury regulations, guidelines and directives (MTEF, ENE) •Preferential procurement policy •Government supply chain management framework •Government Budget systems and procedures •Government Financial Systems (PERSAL, PMIS, WCS, LOGIS, BAS, SAGE) •Financial prescripts (GAAP and GRAP). **SKILLS:** •Planning and organising •Problem solving •Analytical thinking •Interpersonal relations and diplomacy •Ability to conduct research and gather information •Report writing •Management skills •Numeric •Advanced computer skills. **PERSONAL ATTRIBUTES:** •Creative •Dedicated •Approachable •Hard-working •Trustworthy. **OTHER:** •Ability to work within specific time-frames •Ability to communicate at all levels.

DUTIES: Manage the implementation and monitoring of Financial guidelines, processes, standards and strategies: •Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures •Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts •Ensure the development and implementation of support tools •Provide advice and guidance at various fora in relation to the Financial guidelines •Monitor, evaluate and report on the implementation progress •Manage financial accounting and reporting •Manage accounts receivable and accounts payable •Prepare financial statements •Manage bookkeeping and financial accounting services •Manage and coordinate client billing and collection of revenue •Manage, monitor and report on clients' billing system •Manage the budget and planning function for the region •Manage the collection and collation of budget inputs for budget planning and control •Undertake detailed researches on matters pertaining to budget management •Analyse inputs related to the Medium Term Expenditure Framework •Monitor fund transfers from National Treasury •Oversee allocation of budgets according to components and financial years •Undertake quarterly reviews on the management of budget allocated to components •Ensure that Regional expenditure is in accordance with its budget allocations •Ensure that operational plans are aligned to the budget and strategic objectives •Manage and regularly report on budget and cash flow •Identify financial trends and opportunities for businesses processes improvement •Ensure month-end procedures are performed within required deadlines, including clearing of suspense accounts, submission of compliance certificates and 30 day payments reports •Ensure timeous financial reporting •Maintain sound financial governance and processes: ♦Prevent and detect irregular, fruitless, wasteful and unauthorised expenditure ♦Ensure that sound internal controls and reporting systems are in place ♦Provide secretariat support to the Technical Advisory Committee ♦Update the register for all reported cases of irregular, fruitless and unauthorised expenditure as well as lost, stolen and damaged assets ♦Ensure compliance to the Public Finance Management Act through audit plans and spot-checks ♦Monitor adherence to all internal policies and practices ♦Regularly interact with role-players on an individual basis to emphasise compliance ♦Ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts, etc. and accounting standards before any transaction can be effected, either manually or online ♦Effective management of the Directorate ♦Manage all resources allocated to the Directorate ♦Develop and maintain continuous communication with stakeholders ♦Ensure good performance through performance reviews ♦Ensure that staff are fully trained to achieve good performance ♦Ensure timeous responses to client needs/requests/queries ♦Design, implement and maintain the Directorate's strategic plan ♦Develop detailed strategic action plans ♦Establish, implement and maintain performance measures.

ENQUIRIES: Adv. J.M. Monare, tel. (011) 713 6051.

APPLICATIONS: must be sent via email to URS Response Handling: dpwi28@ursonline.co.za

DIRECTOR: FACILITIES MAINTENANCE

Salary: All-inclusive package of R1 057 326 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)
Centre: Head Office (Pretoria) | Ref No: 2021/307

REQUIREMENTS: •An undergraduate qualification (NQF Level 7) in Facilities Management, Property Management or the Built Environment plus 5 years middle/senior management experience in Property/Facilities Management or the Built Environment •Willingness to adapt to a work schedule in accordance with office requirements and work abnormal hours. **KNOWLEDGE:** •Electrical, Civil and Mechanical Engineering Industry •Construction Industry •National Building Regulations and Standards •Facilities and Property Management. **SKILLS:** •Planning and organising •Problem solving •Decision making •Advanced communication •Interpersonal relations •Time management •Motivational skills •Project Management •Facilities Management IT systems. **PERSONAL ATTRIBUTES:** •Highly motivated •Trustworthy •Hardworking. **OTHER:** •Ability to work under stressful situations and independently •A valid driver's licence and the willingness to travel.

DUTIES: •Make recommendations for changes and improvements to existing Facilities Management standards, policies, and procedures •Manage the implementation of approved Facilities Management policies and procedures •Monitor Technical work activities to ensure compliance with established policies and procedures control of reactive and preventative maintenance services in a timely and cost efficient manner •Ensure that all stakeholders are given timely and appropriate information about maintenance programmes and projects •Prepare documents for equipment procurement and prepare job specifications •Establish schedules and methods for providing facilities maintenance services •Identify resource needs •Review needs with appropriate management staff •Allocate resources accordingly •Manage the conduction and documentation of regular facilities inspections •Ensure compliance with health and safety standards •Implement best practice processes to increase efficiency •Provide reports on Human Resources Management performance •Oversee development of staff •Monitor the budget and expenditures within the Directorate.

ENQUIRIES: Mr N. Kubeka, tel. (012) 406 1504.

APPLICATIONS: must be sent via email to URS Response Handling: dpwi29@ursonline.co.za

DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (6 POSTS)

Salary: All-inclusive package of R1 057 326.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)
Centres and Ref No: Johannesburg Regional Office (Ref No: 2021/308A) | Kimberley Regional Office (Ref No: 2021/308B) | Mmabatho Regional Office (Ref No: 2021/308C) | Mthatha Regional Office (Ref No: 2021/308D) | Nelspruit Regional Office (Ref No: 2021/308E) | Polokwane Regional Office (Ref No: 2021/308F)

REQUIREMENTS: •An undergraduate qualification (NQF Level 7) in Real Estate Management/Property Management or related qualification plus 5 years relevant experience on middle/senior management level in Asset/Property/Facilities Management •Willingness to adapt to a work schedule in accordance with professional requirements. **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 •Computer literacy •Policy analysis and development •Presentation. **OTHER:** •Ability to work under pressure •Ability to communicate at all levels •Analytical thinking •A valid driver's licence and the willingness to travel.

DUTIES: •Effective management of the Department's 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 that economic efficiency in the Department's leasehold portfolio are in line with market trends ♦Interact with facilities management to ensure effective cleaning, gardening and security services of the Department's 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 ♦Administrate property portfolios ♦Ensure that buildings are user-friendly and accessible ♦Manage and maintain client relationships ♦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 grievance related to rentals •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 •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 does not infringe with the National Land Reform Programme ♦Manage the transfer of ownership of immovable assets disposed •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 ♦Direct preparation of financial reports on the status of the 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 ♦Manage the budget and expenditure.

ENQUIRIES: Ms N. Makhubele, tel. (012) 406 1623/1916.

APPLICATIONS must be sent via email to URS Response Handling, for the respective Regional Office, as follows:

Johannesburg: dpwi30@ursonline.co.za

Kimberley: dpwi31@ursonline.co.za

Mmabatho: dpwi32@ursonline.co.za

Mthatha: dpwi33@ursonline.co.za

Nelspruit: dpwi34@ursonline.co.za

Polokwane: dpwi35@ursonline.co.za

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. 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.

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.

Application Enquiries: URS Response Handling, tel. 012 811 1900

NOTE: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notices must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates.

Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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 or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into 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 accessing the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.



CLOSING DATE: 04 OCTOBER 2021 AT 16H00