

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The filling of positions as advertised will be positively biased towards persons with disabilities and women in Senior Management Services. An indication by candidates in this regard will facilitate the processing of applications.

CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) (Head of Project Management)

SALARY: R1 042 827 per annum (All-inclusive OSD salary package)

CENTRES: Polokwane Regional Office (1 Post), **Ref No.: 2021/83A** | Kimberley Regional Office (1 Post), **Ref No.: 2021/83B**

REQUIREMENTS: •An appropriate Bachelor's degree/BTech degree or National Higher Diploma in any of the Built Environment disciplines (Architecture, Quantity Surveying, Engineering or Construction Project Management) •Minimum of 6 years post-qualification experience in construction project management •Extensive experience in the Built Environment, especially in building construction project management •Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory •Professional registration in one of the other Built Environment disciplines will serve as an advantage •Experience in managing Project Managers responsible for managing multiple projects simultaneously; proven project budgeting ability; knowledge and/or understanding of estimating and scheduling techniques; and knowledge of the Works Control System (WCS) will serve as an added advantage •Knowledge and understanding of the following Acts: the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act) and the Environment Conservation Act, 1989 (Act No. 73 of 1989) as well as Building Regulations •Knowledge and understanding of Government procurement systems •Good financial and budget skills •Sound analytical and good communication (verbal and written) skills •A valid driver's licence •Computer literacy.

DUTIES: •Manage the project management unit in the Regional Office •Oversee and manage the construction project management unit •Manage environmental health and safety on capital and planned maintenance construction projects •Co-ordinate and manage the planning and execution of construction and renovation or refurbishment of projects within time, cost and specification targets •Develop and monitor a planning and reporting system to effectively plan and monitor projects •Ensure compliance to professional legislation as well as procurement and Departmental policies •Procure consultants and contractors for construction projects •Make recommendations on approval and extension of contract periods •Establish and promote effective relationships with clients •Provide expert advice to the Department •Manage communication and documentation of projects for auditing purposes •Manage contractor and client complex conflicts •Monitor and control expenditure •Manage component and project budgets •Ensure correct value for money for payments to consultants and contractors •Manage client budget allocation •Compile management reports on budget and expenditure •Maintain data integrity on WCS, etc. •Manage Project Managers and administrative staff •Coach, mentor and train staff •Manage employment-related processes.

ENQUIRIES: Mr M. Ntshani, tel. 015 291 6444 (Polokwane Regional Office) | Ms R. Baulackey, 053 838 5257 (Kimberley Regional Office).

CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A)

SALARY: R1 042 827 per annum (All-inclusive OSD salary package)

CENTRES: Durban Regional Office (1 Post), **Ref No.: 2021/84A** | Cape Town Regional Office (8 Posts), **Ref No.: 2021/84B** | Port Elizabeth Regional Office (1 Post), **Ref No.: 2021/84C** | Mthatha Regional Office (1 Post), **Ref No.: 2021/84D** | Polokwane Regional Office (1 Post), **Ref No.: 2021/84E** | Pretoria Regional Office (1 Post), **Ref No.: 2021/84F**

REQUIREMENTS: •A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with a minimum of 6 years post-qualification experience •Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory •A valid driver's licence •Knowledge of programme and project management •Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture •Communication skills •Problem-solving and analysis skills •Decision-making and conflict management skills •Research and development •Strategic capability and leadership •Financial management and computer skills •Negotiation skills.

DUTIES: •Monitor the performance of Project Managers under his/her supervision •Mentor, develop and offer technical support to improve performance •Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts •Ensure that the needs of clients are well interpreted into manageable scopes of work •Procure the services of the Built Environment professionals through stipulated supply chain management processes •Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans •Coordinate all internal resources required to ensure the bidding process for appointment of contractors •Ensure that appointed consultants manage the quality of work within their professional scope and responsibility •Ensure that contractors timeously receive all relevant specifications and details to construct •Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department •Process all interim monthly payments to secure all conditions of contract and in line with Government's commitment to pay invoices timeously •Prepare and submit project information to be filed to the Head of Directorate •Secure all required funding for the projects through internal set processes •Ensure that project information is filed appropriately for easy access during audit •Cultivate a culture of good working relationships with fellow colleagues within the Department •Adhere to conditions of Occupational Health and Safety •Conduct research on new best practices of materials, techniques and methods •Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients •Provide expert advice to the Department.

ENQUIRIES: Mr K.B. Mbhele, tel. 031 314 7163 (Durban Regional Office) | Ms T. Kolele, tel. 021 402 2063 (Cape Town Regional Office) | Mr S.L. Jikea, tel. 041 408 2074 (Port Elizabeth Regional Office) | Ms P. Pambo, tel. 047 502 8354 (Mthatha Regional Office) | Mr M. Ntshani, tel. 015 291 6444 (Polokwane Regional Office) | Mr D. Sewada, tel. 012 310 5399 (Pretoria Regional Office).

PRODUCTION ENGINEER: STRUCTURAL

SALARY: R751 542 per annum (All-inclusive OSD salary package), Ref No.: 2021/85

Centre: Head Office, Pretoria

REQUIREMENTS: •A BSc or BEng in Civil Engineering •Minimum of 3 years post-qualification relevant experience in the field of structural engineering •Professional registration as a Professional Engineer (Pr. Eng) with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered) •Experience in the field of structural engineering which includes, but not limited to, design and construction of: concrete structures; steel structures; and masonry structures •Experience in computer-aided programmes, such as Revit, Prokon, Strand and AutoCAD •Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof, in the design of building foundations •Exposure to the four main types of contracts used in the civil engineering industry •Good understanding of the CIDB standard for uniformity •Good communication skills •Excellent technical report writing and presentation skills •Innovative problem solving ability •Ability to work independently at production and execution levels •Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International Standards (ISO/SANS/OHSA) •A valid driver's licence and the ability/willingness to travel is essential.

DUTIES: •Technical evaluation of professional service providers' and contractors' bids •Review and acceptance of the professional service provider's concept and detailed design •Assist in compilation of tender documentation •Conduct technical inspections and integrity surveys on various civil engineering assets •Conduct quality control over the work of the consultant and the contractor during the execution phase of the project •Assist project managers in resolving technical disputes arising at different stages of the project •Review and audit final professional civil engineering accounts and construction contract final accounts •Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department •Undertake detail design, documentation and implementation of minor projects.

ENQUIRIES: Mr M. Ramushu, tel. 012 406 2109.

SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6)

SALARY: R473 820 per annum (All-inclusive OSD salary package), Ref No.: 2021/86

CENTRE: Port Elizabeth Regional Office

REQUIREMENTS: •A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years experience as an in-house legal advisor or legal/contract administrator •Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements •A valid driver's licence. **KNOWLEDGE:** •Specialised knowledge of law of contracts and general administration of contracts within an organisational context •Legal research and professional legal assistance •In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. **SKILLS:** •Thorough and proven legal drafting, communication and presentation skills •Sound analytical and problem identification and solving •Language proficiency •Maintenance of confidentiality of information •Computer literacy •Relationship management •Decision-making skills •Interpersonal and diplomacy •Motivational •Negotiation.

DUTIES: •Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; and manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required) •Ensure the extent and effectiveness of managed contracts and related legal matters •Ensure the extent and effectiveness of the safety and integrity of legal records •Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters •Implement and monitor delegated powers as required by National Treasury and the PFMA •Conduct research and provide professional legal assistance, advice and support •Draft and verify legal documents •Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved •Provide an advisory and supportive role to Project Managers and the Regional Office •Ensure the extent and effectiveness of advice, guidance and opinions provided •Ensure the extent of compliance with related standards •Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES: Mr J.G. v/d Walt, tel. 041 408 2002.

ENGINEERING TECHNOLOGIST: PRODUCTION (GRADE A)

SALARY: R363 894 per annum (All-inclusive OSD salary package), Ref No.: 2021/87

CENTRE: Kimberley Regional Office

REQUIREMENTS: •A National diploma in Engineering or relevant qualification with three-years post-qualification Engineering Technologist electrical experience •A valid driver's licence •Professional registration with the Engineering Council of South Africa (ECSA) as an Engineering Technologist is compulsory •Project management, technical design and analysis knowledge •Research and development •Computer-aided engineering applications •Knowledge of legal compliance •Technical report writing skills •Networking, professional judgement, problem solving and analysis •Decision-making skills •Team leadership •Creativity •Self-management •Customer focus and responsiveness •Communication skills •Computer skills •Planning and organising •People management.

DUTIES: Provide technological advisory services: •Support Engineers, Technicians and Associates in field, workshop and office activities •Promote safety standards in line with statutory and regulatory requirements •Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology •Solve broadly defined technological challenges through application of proven techniques and procedures •Develop, maintain and manage current technologies and Identify and optimise technical solutions by applying engineering principles •Perform administrative and related functions •Compile and submit monthly and quarterly reports •Provide inputs to the operational plan •Develop, implement and maintain databases •Research and development: Keep abreast with new technologies and procedures; conduct research/literature studies on technical engineering technology to improve expertise; and liaise with relevant boards/councils on engineering-related matters •Prepare Technical Specifications for implementation of projects assigned to the incumbent as well as draft Procurement Processes and manage projects throughout the project life cycle •Execute Condition Assessments as well as draft Foot Print drawings and Status Quo Reports on Draft Infrastructure.

ENQUIRIES: Ms E. Deetlefs, tel. 053 838 5215.

Applications must be submitted on a signed new Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, originally certified copies of qualifications (Matric and qualification certificates), a valid driver's licence (where required) and an Identification Document (certified within 6 months). Applications not complying with the above, will be disqualified. 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, emailed or late applications will NOT be accepted. Should you not have heard from us within the next months, please regard your application as unsuccessful.

APPLICATIONS MAY BE FORWARDED TO:

- HEAD OFFICE:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. **FOR ATTENTION:** Ms N.P. Mudau.
- DURBAN REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X54315, Durban, 4000 or Hand-delivery: Corner Dr Pixley Kasem and Samora Machel Streets, Durban. **FOR ATTENTION:** Mr R. Joseph.
- MTHATHA REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5099. **FOR ATTENTION:** Ms N. Mzalisi.
- KIMBERLEY REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand-delivery: 21-23 Market Square, Old Magistrate Building, Kimberley. **FOR ATTENTION:** Ms N. Hlongwane.
- PORT ELIZABETH REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X3913, North End, Port Elizabeth, 6056. **FOR ATTENTION:** Mr S.S. Mdilaka.
- CAPE TOWN REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or Hand-delivery: The Customs House Building, Lower Heerengracht Road, Cape Town. **FOR ATTENTION:** Ms N. Mtsulwana.
- POLOKWANE REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand-delivery: The Sanlam Building, Ground Floor, 77 Hans Van Rensburg Street, Polokwane, 0699. **FOR ATTENTION:** Mr N.J. Khotsa.
- PRETORIA REGIONAL OFFICE:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X229, Pretoria, 0001 or Hand-delivery: 251 Skinner, AVN Building, Corner Andries and Skinner Streets, Pretoria. **FOR ATTENTION:** Ms A. Mafa / Ms K. Thlapanane.

CLOSING DATE: 16 APRIL 2021



public works & infrastructure

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REPUBLIC OF SOUTH AFRICA