

# DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

## CHIEF DIRECTOR: REAL ESTATE MANAGEMENT

SERVICES: STATE OWNED

Ref No: 2021/ 116

**SALARY:** All-inclusive salary package of R1 251 183 per annum  
(Total package to be structured in accordance with the rules of the Senior Management Services)

**NOTE:** The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests  
**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** An Undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA, plus 5 years of experience at a senior managerial level in Property Management/ Real Estate Management. A valid driver's licence (required to travel). Learning Fields: Property Management, Real Estate Management, Land development, Asset Management. Knowledge: Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.

**DUTIES:** Manage the life cycle of immovable assets (planning, acquisitions, operations and disposals). Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Develop strategies to prevent unlawful occupation of state property. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

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

## CHIEF DIRECTOR: ICT: REF2021/117

CENTRE: Head Office: Pretoria

**SALARY:** All-inclusive salary package of R1 251 183 per annum  
(Total package to be structured in accordance with the rules of the Senior Management Services)

**REQUIREMENTS:** An Undergraduate qualification (NQF level7) in Information Technology, 5 years SMS Information Technology project management experience. **KNOWLEDGE:** Directory and MS Exchange; Active Microsoft Windows operating system; Project Management; Information Technology policies and standards; Contract Management; Antivirus; Virtual environment; Server Infrastructure management; Information Technology Audit and Governance; Procurement processes; Computer systems analysis; System administration; Compilation of management reports. **SKILLS:** Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Facilitation; Research. **PERSONAL ATTRIBUTES:** Ability to work under pressure; Good interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hard-working. Willing to adapt work schedule. **OTHER:** Willing to adapt work schedule, Security clearance.

**Duties:** Ensure development and maintenance of ICT strategies, policies and procedures;-Undertake research on the latest developments in professional guidelines, legislations and standards; Oversee benchmarks with various institutions for ICT best comprehensive ICT strategies; Ensure that all ICT Projects policies, guidelines and practice techniques and methodologies; Lead the development and execution of standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Manage ICT Governance for the Department; Evaluate ICT Projects strategies and processes in order to continually improve them. Oversee ICT operations services;-Oversee the implementation and delivery of new systems, technologies and services to deliver innovative ICT solutions; Ensure effective and efficient management of technology including hardware, software, support, security and risk management; Oversee all aspects of information security, protocol, compliance and governance with regards the ICT service; Maintain accurate asset registers of physical and digital ICT assets; Oversee the provision of effective ICT client support service; Manage the acquisition of identified needs; Continuously review ICT Infrastructure, making capacity recommendations for the improvement; Ensure that there is an effective and up to date Disaster Recovery Plan for ICT services. Identify and define specific ICT business requirements in collaboration with relevant units directors to develop tailored ICT solutions; Manage the development of Enterprise Architecture domain to ensure that GPW institutes and sustains a holistic and integrated view of technology standards and solutions; Manage systems analysis and architecture; Ensure effective Web and Database administration. Oversee ICT project and programme management -Manage the selection and prioritisation of ICT projects and programmes according to the Department's overall strategy; Oversee the development of project standards, specifications and service levels according to organisational objectives; Ensure that all project charters are aligned properly to the strategy; Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Ensure that work and projects are delivered within agreed budgets; Ensure application of methodology and enforce project standards to minimise risk. Manage the Chief Directorate -Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the directorate and report on progress as required; Manage performance and development of employees; Establish implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Serve on transverse task teams as required; Monitor the budget and expenditures of the Directorate;

**ENQUIRIES:** Mr. SC Zaba, Tel: 012 406 1544

## CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING

REF NO: 2021/118

**SALARY:** All-inclusive salary package of R1 251 183 per annum  
(Total package to be structured in accordance with the rules of the Senior Management Services)

**REQUIREMENTS:** An undergraduate qualification (NQF level 7) in the full range of Communications and Marketing or related field of study and include an element of communication as recognized by SAQA plus five (05) years of experience at a senior managerial level in Communications • Marketing and Stakeholder Management, Journalism

**PERSONAL ATTRIBUTES:** Innovative • Creative • Resourceful • Energetic • Helpful • Ability to work effectively and efficiently under sustained pressure • Ability to meet tight deadlines whilst delivering excellent results • Ability to communicate at all levels • particularly at an executive level • People orientated • Able to establish and maintain personal networks • Trustworthy • Assertive • Hard-working Highly motivated • Ability to work independently • Team player. **KNOWLEDGE:** Marketing and communications • Extensive knowledge of department strategic objective • In-depth knowledge of Government Communication processes • Extensive knowledge of Government Communication processes and policies • Extensive knowledge about the dynamics of South African media • In-depth knowledge of government protocol processes • Development and implementation of strategies • Public Finance Management Act • Supply Chain Management • Financial and budget administration processes and systems • Change management and organisational development. **SKILLS:** Executive management skills • Sound analytical and problem identification and solving skills • Advanced marketing skills • Language proficiency • Advanced report writing • Research methodology • Organising and planning • Computer skills • Policy formulation • Planning and organising, Negotiation skills • Advanced communication (verbal and written) • Advanced interpersonal and diplomacy skills • Time management • Decision making skills • Conflict management • Motivational skills • Influencing skills • Programme and management skills • Willing to adapt work schedule in accordance with professional requirement • Willing to travel • A valid driver's licence. **DUTIES:** Manage the development and implementation of the Department Communication and Marketing strategy aligned to the Departments strategic objectives • Undertake research on latest developments in the marketing and communications fraternity • Lead and oversee the implementation of the developed communication strategy • Manage the development and implementation of the chief directorate business plan • Effective management of flow of information between the Department and its internal and external stakeholders • Develop, implement and monitor internal and external communication processes • Manage the compilation and writing of newsletters, website, posters, speeches, magazines and memoranda • Manage the production of internal and external communication tools • Manage the coordination of printing and publishing of internal and external publications • Manage the development and implementation of a language policy and promote easy access to public information. Management of the Department's branding and image building initiatives • Provide technical marketing and communication support to the Executive • Ensure that Departments branding and promotional tools are displayed at every function the department is participating • Manage Department's branding and imaging hub • Oversee the undertaking of surveys and research to analyse the departments public image and reputation • Facilitate the updating and maintenance of information on department's website • Manage the production of marketing and public relations written and visual communication material • Manage the compilation of departments corporate calendar • Manage the procurement of Marketing and Communications operational needs • Develop and manage Service Level Agreements with service providers • Ensure capacity building through skill transfer, training and development of staff, Manage Human and financial resources allocated to the component.

**ENQUIRIES:** Mr. C Mthsha, Tel: 012 406 1660 / 1148

## DIRECTOR: ICT PROJECTS AND PROGRAMME MANAGEMENT

REF 2021/119

**SALARY:** All-inclusive salary package of R1 057 326 per annum  
(Total package to be structured in accordance with the rules of the Senior Management Services)

**REQUIREMENTS:** An Undergraduate qualification (NQF level7) in Information Technology; 5 years MMS/SMS Information Technology project management experience.

**KNOWLEDGE:** Active Directory and MS Exchange; Microsoft Windows operating system; Project Management; Information Technology policies and standards; Contract Management; Antivirus; Virtual environment; Server Infrastructure management; Information Technology Audit and Governance; Procurement processes; Computer systems analysis; System administration; Compilation of management reports.

**PERSONAL ATTRIBUTES :** Ability to work under pressure; interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hard-working; Self-motivated. **SKILLS:** Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Facilitation; Research. **OTHER:** Willing to adapt work schedule; Security clearance.

**DUTIES:** Manage the development and maintenance of ICT Projects and Programme Management policies, strategies and procedures;-Undertake research on the latest developments in professional guidelines, legislations and standards; Manage benchmarks with various institutions for ICT Projects and Programme Management best practice techniques and

methodologies; Lead the development and execution of comprehensive ICT Projects Management strategies; Ensure that all ICT Projects and Programme Management policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Evaluate ICT Projects and Programme Management strategies and processes in order to continually improve them. Oversee the design and implementation of an appropriate project management framework:-Oversee the initiation of ICT projects and programmes;Select and prioritise ICT projects and programmes according to the Department's overall strategy; Ensure that all project charters are aligned properly to the strategy; Manage the development of project standards, specifications and service levels according to organisational objectives; Oversee the development of project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage final review and approvals or audits on project designs according to design principles or theory; Ensure application of methodology and enforce project standards to minimise risk. Manage resources for ICT Projects and Programmes;-Oversee a team of project managers and project teams; Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of organisational objectives; Oversee finances to ensure that the project progresses on time and on budget; Ensure effective utilisation of allocated resources; Review regular progress reports; Oversee quality assurance of ICT projects and programme; Evaluate and assess results of a project.

**ENQUIRIES:** Mr. B Zwane, Tel: 012 406 1578

## DIRECTOR INDUSTRY RESEARCH REF: 2021/120

CENTRE: Head Office: Pretoria

**SALARY:** All Inclusive salary Package of R1 057 326 per annum.

(Total package to be structured in accordance with the rules of the Senior Management service)

**REQUIREMENTS:** An Undergraduate qualification (NQF level7) in the Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification; Professional registration with applicable Professional Councils; 5 years middle/ senior management relevant work experience; Relevant experience in construction, property and economic research as it pertains to immovable asset management, and applying it to the compilation of, among other, strategic reports and presentations, tariff structures and government sector operational requirements; Proven managerial abilities; and a valid Driver's licence **KNOWLEDGE:** MS Office-Word, Excel & Power Point; SAS, research and information gathering; budgeting, financial planning and forecast; work with and understand large data files; data management tools such as Access, SQL and analysing large data using quantitative techniques; understanding of government socio-economic policies and principles; in-depth understanding of the built environment; understanding of the property and construction environment; property and facilities management; financial modelling; investment management; risk management; programme and project planning; Understanding of government socio-economic policies and principles; **SKILLS:** Strong analytical (quantitative as well as qualitative) skills; building models, data mining and on line market research skills; advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving; research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels; advanced ICT proficiency; advanced and technical report writing

**PERSONAL ATTRIBUTES:** Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

**DUTIES:** The successful candidate will be required to provide insights and tools to various stakeholders on the property and construction sectors through the analysis and interpretation of economic, social, industry, market and internal trends to enable efficient and effective decision-making in the Department's immovable asset management programme. Duties will include, inter alia, Research and analysis of economic, social, industry, market and internal trends in relation to the construction and property sectors (including reporting on trends and asset management best practices, public and private participation to keep abreast of emerging innovations and trends in asset management, supporting asset management planning, inventory management and performance management); Providing a framework and managing the development and implementation of data management for the REIS Branch (including the introduction of effective data management, maintenance and quality assurance procedures as well as the establishment of an integrated, reliable database); Providing a framework and managing the development and implementation of analytical tools, models and best practice investment related policies as required in support of Departmental asset management practice (including the identification, development and implementation of analytical tools and methodologies that assist various units in planning and decision making, research and recommending software that can assist investment decisions and the development of certain fit-for-purpose investment related policies based on best practice); Providing business innovation intelligence and strategy for the Department's Property Trading Entity (including the suggestion of income generating asset class strategies for implementation by the trading entry, commissioning and navigating studies on identifying and capitalizing hidden assets, comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally, and working with other institutions to leverage off latest innovations); Providing advisory services to various internal and external stakeholders (including presenting research insights to various PMTE stakeholders, training units on any developed analytical tools relevant to their business, updating latest trends relevant to business units, fostering relationships with academic and private institutions, and Involvement in industry activities (events, conferences, share sessions, etc.) to help stay abreast with industry trends); Leading and managing the Industry Research Directorate (including establishing and maintaining appropriate internal controls and reporting systems in order to meet performance expectations, developing, managing and reporting on the operational plan of the Directorate and reporting on progress as required, managing performance and development of employees, establishing, implementing and maintaining efficient and effective communication arrangements, compiling and submitting all required administrative reports, quality controlling work delivered by employees, managing and monitoring the budget and expenditures for the Directorate).

**ENQUIRIES:** Mr PF Chiapasco: (012) 406 1063

## DIRECTOR: CAPACITY BUILDING: PROFESSIONAL SERVICES

REF NO: 2021/ 121

CENTRE: HEAD OFFICE

**SALARY:** All-inclusive salary package of R1 057 326 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

**REQUIREMENTS:** An Undergraduate qualification (NQF level7) in Public Management, Human Resource Management, Social or Management Sciences. 5 years working experience in MMS/SMS within Sectoral Education Training Authority (SETAs) / Donor funding / Youth/Skills Development/ Human Resources Development environment of which five (5) years should be at Management Level. Experience in the development of policies, frameworks, and implementation guidelines is critical. Knowledge of the Built Environment training systems is a must. Possess a valid unendorsed driver's licence. Knowledge and understanding of National Skills Development Strategy, National Infrastructure Act, Public Finance Management Act, Skills Development Act, National Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Excellent verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively.

**DUTIES:** Design and coordinate implementation of capacity building frameworks guidelines, processes, norms & standards and strategies for provision of professional skills (inclusive of Property and management of the Academy). Conduct research on capacity building programmes. Ensure the drafting and approval of capacity programme guidelines, norms & standards and strategies. Oversee the development and implementation of support tools. Oversee the development, implementation and maintenance of related policies, procedures and guidelines. Establish structures and mechanisms for coordination and implementation of identified capacity building programmes in relation to professional services. Maintain strategic and operational agreements between National and Provincial Departments of Public Works; and Infrastructure Departments. Coordinate contribution towards Sector Skills Plan, Human Capital needs of the Public Works Sector; and Establish forums on coordination and implementation of programme. The strategic management of the programme budget. Identify and acquire the required physical facilities, equipment and human resources appropriate to the learning project; and identify the sources of funding. Manage the Public Works Academy. Establish and maintain partnerships to strengthen and facilitate the provision of professional skills. Identify partners and stakeholders to strengthen the capacity building programme. Negotiate Memoranda of Understanding and Agreements. Develop and maintain partnerships strategy to facilitate provision of professional skills. Render support to all spheres of Government on institutionalisation of capacity building programmes. Provide guidance and support to the organisational image, capacity building trends and direction. Monitor, evaluate and report on capacity building programmes. Develop (or adapt existing) policies and procedures relating to assessment procedures. Manage reporting of assessments, to ensure that assessments are conducted in accordance with the stipulations in the technical learning programmes. Manage reporting of all the technical learning and assessment within the Sector. Coordinate and facilitate the National Technical Committee on the CTA programme meetings. Manage the directorate.

**ENQUIRIES:** Ms. Vangile Manzini Tel: (012) 406 1341/ 082 739 6768

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 new 283 signed Form, 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & 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 following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

**HEAD OFFICE APPLICATIONS:** The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building or handdeliver at: CornerBosmanandMadibaStreets, Pretoria.

**CLOSING DATE: 14 MAY 2021 AT 16H00.**



**public works  
& infrastructure**

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA