

POST: DIRECTOR: EPWP PROGRAMME MANAGER

REF NO: 2021/51

(This position is targeted for only women or people with disabilities)

SALARY: All inclusive Salary Package: R 1 057 326.00 per annum (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: Bloemfontein Regional office

Requirements: An Undergraduate qualification (NQF level 7) in Social Studies or other related field; Certificate of entry into Senior Management Services. 5 years relevant experience on MMS/SMS level. **LEARNING FIELDS:** Economics; Social development; Public works programmes. **KNOWLEDGE:** Programme and project management; Appropriate labour intensive technologies; Government functioning; Engineering / construction industry; Civil engineering; Contracting; Design; SAQA / NQF framework; Political, social, environmental and economic context of the EPWP. **SKILLS:** Strategic management; Management skills; Financial management; Tender processes;

Effective communication (verbal and written); Proficiency in the local indigenous language;

Numeracy; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Negotiation skills; Computer 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 motivated. **OTHER:** Driver's license; Extensive travelling.

DUTIES: Number of EPWP programmes and projects identified and prioritised; Number of EPWP plans developed; Number of EPWP programmes and projects initiated and implemented; Extent of involvement across all sectors and municipalities in support of EPWP programmes; Extent of technical advice, assistance and support provided to EPWP programmes across all sectors; Extent of involvement to support training programmes; Extent of support to the labour intensive contractor learnership programme; Number of DPW mentors in the learnership programme; Extent of management of consultants; Allocation of financial resources to programmes and projects; Amounts spent to programmes and projects; Extent to which progress of EPWP programmes have been assessed to ensure compliance with targets and objectives; Number and scope of recommendations / interventions made to improve the EPWP; Number and frequency of meetings held with Senior Programme Managers to obtain advice and support, and to report progress. Number of initiatives undertaken to involve departments, municipalities and other stakeholders in EPWP programmes across all sectors; Number and extent of programme implementing bodies involved to conceptualise and implement EPWP programmes and projects; Number of departments, contractor and consultant organisations, MEC's, mayors and councillors, municipalities and other stakeholders involved in EPWP programmes across all sectors. Number and extent of guidelines provided regarding the implementation of EPWP programmes; Extent of interventions designed / undertaken to address local capacity constraints in the implementation of the EPWP; Development of a communication and marketing strategy. Number and scope of initiatives to communicate and market the EPWP; Extent of awareness of the goals, activities and successes of the EPWP.

Enquiries: Ms CJ Abrahams,

Tel: 012 492 3080

DIRECTOR: PRESTIGE PROPERTY MANAGEMENT

Ref No: 2021/52

All inclusive Salary Package: R 1 057 326.00 per annum (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: Cape Town Regional Office

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.

REQUIREMENTS: An Undergraduate qualification (NQF level 7) Real Estate, Property Management, Built Environment, Facilities Management or management sciences. Certificate of entry into Senior Management Services. Extensive experience in the property environment of which 5 years should be at middle management. A driver's licence. Knowledge of: Public Finance Management Act, Property economics, Government Budget procedures/ time frames, (MTEF), Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). **Skills:** Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. **Personal attributes:** Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure, The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.

DUTIES: Verify the client's request to make sure that it was forwarded via the Minister's office. Ensure that an acknowledgment letter is forwarded to the client informing them of the Project Manager assigned to the project, e.g. Interior, Technical. Attend client consultations to establish the need requirements for clients and guide them according to the Ministerial Handbook. Provide a report to clients on progress regarding the project in execution and provide time frames. Ensure a completion letter is forwarded to the client informing them that the project is completed. Issue procurement instruction and pre-design information to Project Managers. Interact with Project Managers regarding Prestige projects. Liaise with Interiors, Technical Maintenance and Inspector with regard to scheduling of appointments with clients. Liaise with Project Managers on progress per project. Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers. Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use Sub Bid Committee to expedite furniture purchasing. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

ENQUIRIES: Mr M Sazona,

Tel. (012) 406-1963/1322

POST: CHIEF CONSTRUCTION PROJECT MANAGER - GRADE A

Ref 2021/53

(Head of Project Management)

SALARY: R 1 042 827.00 per annum (All-inclusive OSD salary package)

CENTRE: Polokwane Regional Office

REQUIREMENTS: Relevant B Degree or equivalent qualification in the construction technical field/built environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's licence, Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge and experience in 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 skills, Conflict management skills. Research and development. Strategic capability and leadership. Financial management and Computer skills; Negotiation skills.

DUTIES: • Manage Project Management Unit in the Regional Office. 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.

POST: CONSTRUCTION PROJECT MANAGER

Ref No: 2021/54

SALARY: R 718 059.00 all-inclusive (OSD) package per annum.

CENTRE: Polokwane Regional Office

REQUIREMENTS: A National Higher Diploma/ B. Tech degree/ Bachelor degree/ Bsc degree (Built Environment field) and a minimum of 4 years' and six months experience in the built environment •Compulsory registration with the SACPCMP as a Professional Construction Manager •A valid driver's licence •Computer literacy •Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act •Knowledge and understanding of the Government Procurement System •knowledge and understanding of the JBCC and GCC form of contracts •Good planning, financial and budget skills •Sound analytical and good written and verbal communication skills.

DUTIES: •Contribute to project initiation, scope definition and scope change control for envisaged projects •Full project management function, cost, quality and time control •Manage project cost estimates and control changes in line with allocated budgets •Plan and attend project meetings during the project phases •Assist with the compilation of projects documentation to support project processes •Implement project administration processes according to Government requirements •Ensure implementation of procurement activities and adherence thereof to Government policies •Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules •Support the project environment and activities to ensure that project objectives are delivered timeously • Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES: Mr M. Ntshani,

Tel. (015) 291 6444.

Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

Attention: Ms. NP Mudau

Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane

Attention: Mr. N.J. Khotsa

CLOSING DATE: 19 March 2021 at 16H00



public works & infrastructure

Department: Public Works and Infrastructure
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