

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

: All Applications With The Exception Of Senior Management Positions Must Be Forwarded or Hand Delivered to the Correct Regional Office/Centre: Applications for Senior Management positions must only be emailed to the email address specified for each senior management positions. Faxed or late applications will NOT be accepted.

**Head Office Applications:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building or hand-deliver at: Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms N.P. Mudau.

**Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

**Umtata Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi

**Nelspruit Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza

**Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana

**Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa

**Johannesburg Regional Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau

**Durban Regional Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms. NS Nxumalo

**Kimberley Regional Office:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane

**Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya

**CLOSING DATE**

: 08 April 2022 AT 16H00

**NOTE**

: Applications must be submitted on a fully completed and signed new Z83 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, 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 overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) 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. 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 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 following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo a generic management competency assessment and the successful candidate must be willing to sign a performance agreement and be subjected to security clearance.

**ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 09 dated 11 March 2022. (1) Deputy Director: Acquisitions Property Management Ref no: 2022/120, Centre: Port Elizabeth Regional Office, have been withdrawn.

#### **MANAGEMENT ECHELON**

<b><u>POST 11/42</u></b>	:	<b><u>CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED REF NO: 2022/25</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	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 construction/built environment. A valid driver's licence (required to travel). Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, 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.
<b><u>DUTIES</u></b>	:	Manage the acquisitions and disposals of existing immovable assets. 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. Ensure effective administration and performance of buildings for client satisfaction. 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.
<b><u>ENQUIRIES</u></b>	:	Ms N Makhubela, Tel. (012) 406 2195
<b><u>APPLICATIONS</u></b>	:	All applications for this position must be submitted only via email to: <a href="mailto:Recruitment22-05@dpw.gov.za">Recruitment22-05@dpw.gov.za</a>
<b><u>NOTE</u></b>	:	The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
<b><u>POST 11/43</u></b>	:	<b><u>CHIEF DIRECTOR: PORTFOLIO PERFORMANCE AND MONITORING (SENIOR ASSET MANAGER) REF NO: 2022/26</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate Degree ( NQF level 7), preferably in the Built Environment, Finance or Business Administration disciplines, a post graduate qualification relevant to the responsibilities of this post will be and added advantage, Minimum 5 years proven experience in strategic management of immovable asset portfolios. Knowledge: Excellent knowledge of Property investment, Property financing, Property law, Property developments and refurbishments, Property management and Property valuation. Personal attributes: Excellent interpersonal, communication and analytical skills, Ability and willingness to work under pressure. Proven managerial abilities with an emphasis on working with people. Proven extensive experience in program management. Strong policy development skills. Commitment to excellence in every aspect of work. Excellent computer skills. Excellent financial / budgetary skills. A Valid Driver's license. Willing to work long hours and travel extensively.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for all immovable asset management functions within the Department with the following key result areas in accordance with approved strategic plans and APP's: Development of an Immovable Asset Management Framework. In compliance with GIAMA legislation and other drivers such as the NSDF, the District Development Model etc., deliver on the Department's immovable asset investment mandate by devising strategic plans to meet portfolio requirements and tenant needs, having due regard for risk exposure, income growth, investment return, socio-economic benefit and optimum asset allocation in terms of sectoral and geographical spread. Ensuring fair valuations of properties under management to ensure growth, conducting appropriate market research when required, optimising capital value and income return by identifying value-adding opportunities, extending life cycles, reacting to the property cycle when appropriate. Report on investment to the Asset Investment Committee. Develop a lifecycle portfolio strategy to inform the annual DPWI Custodian Asset Management Plan. Develop lifecycle property strategies for each property aligned to budgets. Set property budget targets (Income, Operating Costs and Capital Expenditure) in accordance with National Treasury Medium

Term Expenditure Frameworks. Establishment of performance standards for all immovable asset classes. Measuring and reporting on property performance. Establish and chair the immovable asset performance committee. Manage decision-making for the planning, acquisition, maintenance, management and disposal of utilized and unutilized DPWI properties across the immovable asset life-cycle value chain in accordance with GIAMA and IDMS. Provide Immovable Asset Plans and report to User Departments on meeting their accommodation requirements. Participate in MTEC sessions pertaining to User Portfolio accommodation requirements and related budget allocation. Compile and deliver key presentations to strategic forums. Effectively manage the Department's asset management division comprising of sectoral portfolios and approximately 25 officials.

**ENQUIRIES  
APPLICATIONS**

: Ms S Subban. Tel. (012) 406 1790  
: All applications for this position must be submitted only via email to: [Recruitment22-06@dpw.gov.za](mailto:Recruitment22-06@dpw.gov.za)

**POST 11/44**

: **CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: 2022/27**

**SALARY**

: R1 269 951 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE  
REQUIREMENTS**

: Head Office (Pretoria)  
: An undergraduate qualification (NQF 7) in Public Management/International Relations or related field of study plus 5 years Senior Management experience in the relevant field. A relevant Postgraduate qualification at Masters Level will be an advantage. Knowledge of Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the management of foreign relations, Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, Functioning of national, provincial and local government, Fundamental economics, Structure and functioning of the Department, Linkages with government clusters and Departmental standards and regulations. Skills: Leadership, Management & decision making skills, Project management, Change management, Capacity building, Analytical thinking, Strategic management, Effective communication and Conflict management. Ability to work effectively and efficiently under pressure. Ability to communicate at all levels, participate at an executive level. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES**

: Oversee the development and the implementation of International Relations legislation, strategies and policies. Undertake researches on latest international trends. Assess the chief directorate administrative needs and determine priorities. Identify and develop measurable strategies that enhance and promote partnerships that will assist to augment the budget of the Department. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all International Relations policies contribute to the departments` 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 Medium Term Expenditure Framework. Monitor and ensure compliance with applicable frameworks. Ensure effective implementation of partnerships and international relations strategy-: Manage the interactions with the relevant units, public and private stakeholders regarding improvement of partnerships and international relations. Determine opportunities for international involvement and engagement. Represent the Department in AU, NEPAD and all the relevant international structures. Forge international relations and partnerships that advance and support Department's priorities, to contribute to the National outcomes. Monitor the implementation of the International Relations programs. Provide support to forums on International Relations and programmes. Manage official and State international visits. Establish, manage and maintain internal and external stakeholder relations. Liaise with external stakeholders to ensure implementation of agreements and ensuring compliance. Provide advice on the implementation of foreign policies and programmes. Manage multi and bilateral engagement within the African Continent and global arena - : Manage and coordinate bilateral engagements working closely with DIRCO. Oversee strategic processes aimed at ensuring departments participation in African Multi and Bilateral and global arena engagements. Oversee the

coordination of Multi and Bilateral discussion forums and conferences on African Cooperation and beyond. Manage the development and implementation of intervention and problem solving mechanism on multi and bilateral related processes. Oversee the continuous review and monitoring and evaluation of the department's participation in multi and bilateral processes. Manage the process of analysis for the department's participation in the global arena. 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 Chief 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. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Chief Directorate.

**ENQUIRIES** : Mr A Mthombeni, Tel No: 012 406 1600  
**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-07@dpw.gov.za](mailto:Recruitment22-07@dpw.gov.za)

**POST 11/45** : **DIRECTOR: GENDER MAINSTREAMING REF NO: 2022/37**

**SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office: Pretoria

**REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Social Sciences/Public Administration or related qualifications plus 5 years relevant working experience at Middle/Senior management level in managing Gender and projects. A postgraduate qualification will be an added advantage. Sound knowledge and experience in Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations including Public Service Code of Conduct, Gender Equality; Gender Mainstreaming, Project Management including/programmes the Public Sector. Knowledge of Gender and Women Empowerment Legislative Frameworks. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Strong networking and partnership building skills.

**DUTIES** : Mainstream Gender into the Departmental Programmes, projects and Policies. Establish, co-ordinate and facilitate advocacy programmes in promoting gender sensitization and responsiveness; Co-ordinate & implement effective strategies for advocacy & campaigns that increase the participation of women in DPW programmes; Establish mechanisms on stakeholder liaison regarding gender issues, Provide oversight, co-ordinate and monitor implemented programmes on women empowerment. Provide advice and support on the formulation and implementation of policies in the department for gender responsiveness; Provide inputs into the development of policies, strategies & legislative imperatives to address women empowerment; Provide inputs into the review of policies & methodologies and benchmark against international best practice; Promote policies & programmes that mainstream the economic empowerment and participation of women; Engage in the development of intervention plans for women's access & participation in the mainstream economy; Engage in interventions that promote women's access to funding opportunities; Engage in economic activities that are accessible to women to promote gender equality; Collate information for drafting of report, submissions, and briefing notes for the executive principals; Co-ordinate & convene stakeholder engagement on issues of gender & women empowerment; Provide support to the Chief Directorate through participation in various committees of the Department; Develop and implement a program of action on women empowerment programmes. Pro-actively identify risks that are related to implementation of the programmes and propose relevant solutions; Co-ordinate awareness sessions and staff training programs to raise awareness on Gender Based Violence (GBV). Manage staff & the financial resources of the Directorate in line with Public Finance Management Act (PFMA).

**ENQUIRIES** : Rev. N Stemela Tel: (012 406 1006)

- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-08@dpw.gov.za](mailto:Recruitment22-08@dpw.gov.za)
- POST 11/46** : **DIRECTOR: PRESTIGE PORTFOLIO MANAGEMENT REF NO: 2022/38**  
(This position is targeted for females and/ or a Persons with Disabilities)
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in the Real Estate; Property Management; Built Environment, Facilities Management, Public Administration or Management Science; 5 years relevant experience at SMS/MMS level. Knowledge of Public Finance Management Act; Market research; Property economics; Treasury Regulations; Government Budget procedures/timeframes; (MTEF) Financial management and administration; Project Management; Built environment; Work Control System (WCS), Basic Accounting System( BAS), Financial administration processes and systems, Procurement directives and procedures; Tender procedures; Business, accounting and financial systems; Reporting procedures. Skills: Programme and project management, financial management, Communication (written and verbal), Policy analysis and development Facilitation and presentation. Ability to work effectively and efficiently under pressure. Ability to meet tight deadlines whilst delivering excellent results.
- DUTIES** : Manage the development of policies and frameworks for Prestige; Ensure that such formulated policies and frameworks are in line with the department's strategic objectives; Assess and evaluate the impact of implementation of such policies and frameworks; Manage the procurement and maintenance of offices, residential accommodation and household furniture for Prestige Clients, Management of State Events, Draft Budget and manage the expenditure of the directorate, Manage client relations in respect of verification of clients requests; attend client consultation to establish the need requirements for clients and guide them according to the Guide for Members of the Executive; provide a report to Client on progress regarding project in execution and provide timeframes, Identify planned maintenance and capital projects and register such in the system. Request for funding for identified projects, facilities all communication with various stakeholders during implementation of projects  
Oversee interaction with Prestige Clients, other State Institutions, Private entities, Service Providers and Contractors- arrange bilateral meetings with Prestige clients, Establish and maintain appropriate financial and administrative internal controls and reporting systems in order to meet performance expectations, Management of key performance areas of his/her subordinates and, Establish and maintain efficient and effective communication arrangements, Develop and manage the annual performance plans and operational plan of the directorate and report on progress as required; Compile and submit all required compliance and administrative reports.
- ENQUIRIES** : Mr M Sazona, Tel No: (012) 406 1963/1322.
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-09@dpw.gov.za](mailto:Recruitment22-09@dpw.gov.za)
- POST 11/47** : **DIRECTOR: RISK MANAGEMENT REF NO: 2022/39**
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Commerce or Risk Management coupled with five (5) years relevant experience at Middle/Senior Management Level in Risk Management, Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.), Knowledge of PFMA and Treasury Regulations; National Treasury Public Sector Risk Management Framework; Knowledge of Financial Management and Provisioning Administration; Strategic Planning Framework; GIAMA; Infrastructure Development Management System (IDMS); Medium Term Strategic Framework (government priorities); Principles and Practice of risk management; Preferential Procurement Policy Framework Act, 5 of 2000 ('PPPFA'); Government and accountability; Internal control and assurance; ERM concepts, and methodologies; Risk Management environment; Risk Maturity

Model; Risk Management policies and procedures; Risk Management principles and practice; Customer stakeholder relationship management; Good communication skills (verbal & written); The candidate must be willing to work and travel beyond normal working hours, Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully, Sound understanding of Enterprise Risk Management principles and philosophy. Ability to think conceptually or strategically. Work under pressure. Provide leadership, direction and team building. Knowledgeable in various policies and practices related to government regulations. Excellent project management, financial, analytical and strategic planning skills. Have excellent interpersonal and coaching skills. Have ability to analyse and interpret data in a variety of complex processes using standardised methods. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Ability to organise and motivate others, who in many cases may be in a more senior position. Establishing and maintaining effective working relationships. Have sense of urgency and ability to identify and resolve problems in a timely manner. Business Acumen, Maintain confidentiality, Consultation, negotiation and networking skills.

**DUTIES** : Develop and facilitate the implementation of the Enterprise Risk Management Framework (ERMF), which includes the development and implementation of the risk implementation plan and supporting policies and procedures; facilitating risk identification and assessment/qualification, the compilation of strategic and operational risk registers; facilitating the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the implementation of the Combined Assurance Model. Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Ensure implementation of Audit findings from both internal and external Auditors. Generate risk maps to assist management and oversight committees in monitoring the risks. Identify emerging risk that might affect the organisation.

**ENQUIRIES** : Ms. K Sebati, Tel: (012) 406 1351  
**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-10@dpw.gov.za](mailto:Recruitment22-10@dpw.gov.za)

**POST 11/48** : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT PLANNING REF NO: 2022/40**

**SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Administration/Management. 5 years' experience at middle/senior management in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, valid driver's license, required to travel extensively. Skills And Competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To tight work schedule in accordance with professional requirement.

**DUTIES** : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor

- internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.
- ENQUIRIES** : Ms. K. Sebati Tel No: (012) 406 135
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-11@dpw.gov.za](mailto:Recruitment22-11@dpw.gov.za)
- POST 11/49** : **DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2022/41**  
(This position is targeted for females and/ or a Persons with Disabilities)
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Built Environment. A minimum of 5 years MMS/ SMS experience in built environment. Minimum certificate of entrance to SMS. Registration with the Council of South Africa. Knowledge of Financial management; Contract management; Programme and project management; Information management. Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, Financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills; Advanced report writing; Advanced communication; Analytical thinking; Strategic planning; Negotiation skills; Programme and project management skills; Organising and planning; Policy formulation. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Ability to work effectively and efficiently under pressure. Ability to meet tight deadline whilst delivering excellent results.
- DUTIES** : Manage the implementation and monitoring of construction management guidelines, processes, standards and strategies-: Identify construction management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Ensure compliance with project progresses approved programs and relevant framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Design and ensure implementation of project management methodologies for the projects` life-cycle. Manage the implementation and compliance of projects- Provide inputs to client departments on conceptualisation of special major projects. Manage the project change management process. Manage service level agreements. Ensure the final design conforms to the departmental quality standards and client requirements. Provide technical advice on special projects and other related matters and maintain relations with stakeholders. Manage the process of appointment of service providers/contractors. Oversee the contract management services for construction projects. Manage the implementation and coordination of RAMP projects- Manage the design, planning, documentation processes and milestones of the projects. Provide strategic and technical support to RAMP activities. Ensure the implementation of RAMP in Regional Offices. Manage the co-ordination of special projects in Regional Offices. Develop a holistic maintenance on RAMP programmes. Manage construction projects operations budget:- Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the 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; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.
- ENQUIRIES** : Mr B Mokgothu, Tel No: 012 406 1741

- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-12@dpw.gov.za](mailto:Recruitment22-12@dpw.gov.za)
- POSTS 11/50** : **DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, (DEPARTMENT OF CORRECTIONAL SERVICES, DEFENCE AND DAFF REF NO: 2022/42 (X3 POSTS))**
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level7) in Property/ Asset Management, Construction or related field and five (5) years' experience at Middle/Senior management level. Knowledge: Asset Management, Property Management, Public Financial Management Act, Treasury regulations, Property related legislations, Market trends, Construction Industry, States property management acts, by-laws and ordinances, Contract management, Financial management, Corporate Governance and Project management. Skills: Computer literacy, Facilitation skills, Good communication skills. Ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel. A Valid Driver's licence.
- DUTIES** : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Infrastructure Implementation Programmes to address user departments' and custodian's accommodation requirements. Programme Management of Infrastructure Implementation Programmes. Facilitate the assessment of the performance of Immovable Assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop Immovable Asset Management policies, strategies and guidelines. Manage the identification, evaluation, and implementation of mitigation strategies to control of risks. Analyse and manage Asset Performance and provide periodic reports and recommendations to the User Departments to ensure optimal performance and utilisation of State assets as well as support budget provisions. Provide management support to the unit/ section.
- ENQUIRIES** : Mr P Chiapasco Tel No: (012) 406 1063
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-13@dpw.gov.za](mailto:Recruitment22-13@dpw.gov.za)
- POST 11/51** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Pretoria Regional Office Ref No: 2022/43A  
Durban Regional Office Ref No: 2022/43B (This position is targeted for females and/ or Persons with Disabilities)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Supply Chain Management, Public Administration, Economics, Management Sciences or Built Environment Profession and five (5) years' experience at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful;

**DUTIES**

Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

: Manage the development and implementation of and update policies and strategies -:Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand-:Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property-:Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services-:Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register-:Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES  
APPLICATIONS**

: Mr R Naidoo Tel No: 021- 406 1191  
: All applications for Ref No: 2022/43A position must be submitted only via email to: [Recruitment22-14@dpw.gov.za](mailto:Recruitment22-14@dpw.gov.za)  
All applications for Ref No: 2022/43B position must be submitted only via email to: [Recruitment22-15@dpw.gov.za](mailto:Recruitment22-15@dpw.gov.za)

**POST 11/52**

: **CHIEF ENGINEER: CIVIL/STRUCTURAL (GRADE A) REF NO: 2022/28 PROJECTS**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 058 469 per annum  
: Port Elizabeth Regional Office  
: A Bachelor's degree in Civil/Structural Engineering (B. Engineering or B.Sc. Engineering) with 6 years relevant post-graduate experience in various facets of Civil/Structural engineering. Compulsory registration as a Professional Engineer with ECSA/ knowledge of structural engineering best practices and aspects of the building and construction environment, extensive knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply chain management, Contract Management, Good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Civil/Structural Engineering software in the use of dashboards to track progress, Good interpersonal skills and negotiation skills. Applied knowledge of all Built environment legislatives/regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/willingness to travel.

**DUTIES** : Provide technical lead in proposal preparations, Define technical resources requirements for successful work execution, Perform final review and approval or audits on new engineering designs according to design principles, Set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve fee accounts of consulting engineers. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES** : Mr SL Jikeka. Tel No: 041 4082074

**POST 11/53** : **CHIEF ENGINEER ELECTRICAL (GRADE A) REF NO: 2022/29**

**SALARY** : R1 058 469 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. Must have Computer Literacy and a Valid driver's license. Willingness to adapt work schedule in accordance with office requirements. Knowledge of Electrical Engineering best practice and Project Management must have extensive knowledge of all electrical engineering aspects of building and construction environment. Applicable knowledge of the PFMA, OHSA, SCM, Contract Management Act. Knowledge of and experience in working in a High Performance Centre environment to manage project delivery, and must have experience on how to use dashboards to track project progress. Experience in development implementation and oversight of recovery plans when projects are lagging. Decision making skills, team leadership, creativity, self-management, financial management, customer focus and responsiveness, planning and organizing, conflict management, problem solving and analysis, people management, change management and innovation skills. Strong verbal and written communication skills. Good analytical skills.

**DUTIES** : Provide technical lead in proposal preparations. Define technical lead in proposal resources requirements for successful work execution. Perform final review and approvals or audits on new engineering designs according to design principle or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Identify areas for technological advancement and maintaining excellent engineering standards. Maximize team performance using standard processes. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Ensure an effective interface with other departmental staff is maintained. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Mentor, train and develop candidates and related technical and administrative personnel to promote skills/ knowledge transfer and adherence to sound engineering principles and code practice. Provide general supervision of employees.

**ENQUIRIES** : Mr. S. Jikeka. Tel No: (041) 408-2074

<b><u>POST 11/54</u></b>	:	<b><u>CHIEF ENGINEER CIVIL: GRADE A REF NO: 2022/30</u></b> Professional Services
<b><u>SALARY</u></b>	:	R1 058 469 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	At least a BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, and technologist and engineering candidates.
<b><u>DUTIES</u></b>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering 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. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr D. Sewada, Tel: (012) 310 5399
<b><u>POST 11/55</u></b>	:	<b><u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A</u></b>
<b><u>SALARY</u></b>	:	R1 058 469 per annum (All-inclusive OSD)
<b><u>CENTRE</u></b>	:	Pretoria Regional Office Ref No: 2022/31A (1 posts) loemfontein Regional Office Ref No: 2022/31B) Head Office Ref No: 2022/31C) (2 posts) Kimberley Regional Office Ref No: 2022/31D (1 Post)
<b><u>REQUIREMENTS</u></b>	:	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 license. 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.
<b><u>DUTIES</u></b>	:	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 as per the 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** : Pretoria Regional Office: Mr D. Sewada, Tel: 012 310 5399  
 Head Office: Ms J Mabaso Tel (012) 492 3272  
 Bloemfontein Regional Office: Ms P Zweni, Tel: (051) 408 7348 / 067 414 3135  
 Kimberly Regional Office: Ms R Baulackey, Tel: (053) 838 5257

**POST 11/56** : **CHIEF ENGINEER: CIVIL (GRADE A) REF NO: 2022/32**

**SALARY** : R1 058 469 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : At least a BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and engineering candidates.

**DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering 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. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES** : Mr M Ramushu Tel No: (012) 406 2109

**POST 11/57** : **CHIEF ENGINEER: STRUCTURAL (GRADE A) REF NO: 2022/33**

**SALARY** : R1 058 469 per annum  
**CENTRE** : Head Office (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. (Postgraduate qualification in structural engineering will be an added advantage). Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. 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 contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
<b><u>DUTIES</u></b>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. 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. 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. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr M Ramushu, Tel No: (012) 406 2109
<b><u>POST 11/58</u></b>	:	<b><u>CHIEF ENGINEER: CIVIL DOLOMITE PROJECTS (GRADE A) REF NO: 2022/34</u></b>
<b><u>SALARY</u></b>	:	R1 058 469. per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional. (Postgraduate qualification will be an added advantage). Extensive experience in various fields of civil engineering which includes but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); traffic engineering (i.e. geometric and pavement design); and construction materials. Experience in design and construction of civil engineering infrastructure on dolomite land will be an added advantage. Familiarity with SANS 1936 which deals with classification of dolomite-related infrastructure will be an added advantage. Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience

		in managing and leading junior engineers, technicians, technologist and candidates.
<b><u>DUTIES</u></b>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets situated on dolomite land. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. 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. 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. Engage with client departments and stakeholders on technical matters related to dolomite. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr M Ramushu, Tel. (012) 406 2109
<b><u>POST 11/59</u></b>	:	<b><u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2022/35 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 058 469 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. Project Management; Electrical Engineering. Project Management; Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness-Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance. Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective

resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr. M. Tladi, Tel: (012) 492 3247

**POST 11/60** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2022/36**

**SALARY** : R1 058 469. per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. A valid driver's licence; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects ; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently

**DUTIES** : Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES** : Mr. M. Tladi Tel No: 012 492 3247

#### OTHER POSTS

**POST 11/61** : **CHIEF QUANTITY SURVEYOR - GRADE A REF NO: 2022/44**

**SALARY** : R912 048 per annum (All-inclusive OSD Salary Package)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A Degree in Quantity Surveying or relevant qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor, Minimum of 6 years post-qualification experience. A valid driver's licence. Clearly

demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession, Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.

**DUTIES** : Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Prepare estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.

**ENQUIRIES** : Mr W Hlabangwane, Tel No: (012) 406 2006

**POST 11/62** : **CHIEF TOWN AND REGIONAL PLANNER GRADE A (3 POSTS) REF NO: 2022/45**

**SALARY** : R912 048 per annum, (All-inclusive salary package) total package to be structured in accordance with the rules of (OSD).

**CENTRE** : Head-Office (Pretoria)

**REQUIREMENTS** : A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. Certificate of entry into Senior Management Services. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centres for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.

**DUTIES** : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield / greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

**ENQUIRIES** : Mr T Rachidi, Tel: (012) 406 1885

<b><u>POSTS 11/63</u></b>	:	<p><b><u>DEPUTY DIRECTOR: ACQUISITIONS PROPERTY MANAGEMENT REF NO: 2022/137</u></b>  (People who previously applied are encouraged to re-apply)</p>
<b><u>SALARY</u></b>	:	R882 042 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Port Elizabeth Regional Office</p> <p>A three year tertiary qualification (NQF Level 6) in Real Estate Management/ Law degree in property or appropriate qualification in the Property Industry. Project Management will be an added advantage. An appropriate NQF Level 7 qualification with relevant experience will also be considered. Appropriate managerial experience in Real Estate, Property Industry and or Land Administration. Experience in acquisition and letting in of fixed property assets and property and utilization management. Appropriate experience in budget administration and financial analysis. Analytical ability verbal and written communication skills and good Interpersonal Skills, a valid Driver's license.</p>
<b><u>DUTIES</u></b>	:	Assume overall responsibility for the acquisition and leasing process in the region. Determine and analyze options for acquisition of accommodation to meet the requirements of clients. Determine and analyze options for acquiring of accommodation to meet the requirements of government. Develop proper guidelines and implement processes for the sub-directorate. Identify preferred options from analysis done with regard to acquisition and leasing, comply with the requirements of the PFMA. Supervision of staff and manage their performance to PMS, Identify area of the business where inefficiencies may occur and recommend solutions.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Jacobs, Tel No: (041) 408 2302
<b><u>POST 11/64</u></b>	:	<p><b><u>DEPUTY DIRECTOR: ICT CONTACT CENTRE MANAGEMENT INFORMATION TECHNOLOGY SYSTEM OPERATIONS REF NO: 2022/138</u></b>  (36 Months Contract)</p> <p>Job Purpose: To provide Contact centre management guidelines, procedures and performance driven response services within the department.</p>
<b><u>SALARY</u></b>	:	R882, 042 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Head Office (Pretoria)</p> <p>A three year tertiary qualification (NQF Level 6) in Contact/Client services or equivalent qualification. Extensive working experience in a Contact/Client centre / IT environment). Expert knowledge of contact/call centre environment frameworks and a good understanding of end to end built environment business applications and ICT client services. ITIL and COBIT certifications will be advantageous. Knowledge and application of IT Change management processes and contact/call centre best practices. Express knowledge of Service desk technologies and systems, their application and performance within the client services value chain. Poses strong verbal and written communication as well as negotiation skills. Ability to address client complaints at all levels. The candidate must express high policy development, implementation and supervisory skills. Possess tact, good ethics and high level of diplomacy. Hands-on team leadership, coaching and staff motivation. Competency in time management. The candidate must be knowledgeable about various technologies within the ICT industry. A valid driver's license. The candidate should be prepared to work shifts and week-ends.</p>
<b><u>DUTIES</u></b>	:	Managing the daily running of the contact centre, including sourcing equipment, effective resource planning and implementing strategies and operations. Setting and meeting performance targets for speed, efficiency, service and quality. Ensuring all relevant communications, records and data are updated and recorded. Liaising with supervisors, team leaders, operatives and third parties to gather information and resolve issues. Maintaining up-to-date knowledge of industry developments and involvement in networks. Monitoring random calls to improve quality, minimize errors and track operative performance. Coordinating staff requirements, performance and identifying training needs and planning training sessions. Recording statistics, user rates and the performance levels of the centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet the demands. Coaching, motivating and retaining staff. Forecasting and analysing data against budget figures on a weekly and/or monthly basis. Determines contact centre

operational strategies by conducting needs assessments, performance reviews, capacity planning, and cost/benefit analyses; identifying and evaluating state-of-the-art technologies; defining user requirements; establishing technical specifications, and production, productivity, quality, and customer-service standards; contributing information and analysis to organizational strategic plans and reviews. Develops customer interaction and voice response systems, networks; designing user interfaces; developing and executing user acceptance test plans and implementation of their control. Maintains and improves contact centre operations by monitoring system performance; identifying and resolving problems; preparing and completing action plans; completing system audits and analysis; process improvement, quality assurance program and installing upgrades. Accomplishes overall contact centre human resource objectives. Meets contact centre financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions. Prepares contact centre performance reports by collecting, analysing, and summarizing data and trends. Maintains equipment by evaluating and installing equipment; developing preventive maintenance programs; calling for repairs; evaluating and implementing upgrades. Maintains professional and technical knowledge by tracking emerging trends in contact centre operations management; attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Ensure the Contact Centre meets and exceeds our customer needs. Define achievable targets and goals for agents and teams to ensure we meet customer and business needs. Regularly review as required to support the business. Ensure the team meets the above targets and goals. Manage department resources as required to support customer demands. Puts in place new ideas and best business practice and drive these initiatives. Directly handle escalated customer queries and complaints. Put in place a sustainable supervisory and management structure to sustain the day-to-day functioning of the department. Promote and utilize the CRM system for every customer contact. Analyse trends, customer satisfaction surveys and drive a continuous improvement philosophy within the contact centre. Find ways of getting team morale to a high standard, and being sympathetic and understanding of the day-to-day stress levels incurred by the agents.

- ENQUIRES** : Ms L Skhosana, Tel: (012) 406 1286 / (012) 492 2317
- POST 11/65** : **CONSTRUCTION PROJECT MANAGER**
- SALARY CENTRE** : R728 829 - R777 771 per annum (All-inclusive salary package) (OSD)  
 : Nelspruit Regional Office Ref No: 2022/46A (5 Posts)  
 : Umtata Regional Office Ref No: 2022/46B (2 Posts)  
 : Kimberley Regional Office Ref No: 2022/46C (1 Post)
- REQUIREMENTS** : A National Higher Diploma with a minimum of 4 years and six months certified experience OR B Tech degree with 4 years certified experience OR Honours degree with 3 years certified experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy. Knowledge and understanding of the following Acts: The 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, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the NEC, JBCC and GCC form of contract.
- 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 project 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 multidisciplinary 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. J Mahloko, Tel: (013) 753 6374 Nelspruit. Ms P Pambo, Tel: (047) 502 8354 Mthatha, Kimberly: Ms R Baulackey, Tel: (053) 838 5257

**POST 11/66** : **CONSTRUCTION PROJECT MANAGER REF NO: 2022/47 (X4 POSTS)**

**SALARY** : R728 829 - R777 771 per annum (OSD)

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A National Higher Diploma in the Built Environment field and a minimum of 4 years' and six months experience. B-Tech in the Built Environment field and a minimum of 4 years' experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Manager or furnish proof that you have applied to register with professional council and paid the prescribed application and registration fees (if successful registration will be required before appointment). 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, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**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 J Mahloko Tel: (011) 713 6051

**POST 11/67** : **PRODUCTION ENGINEER: CIVIL (TRAFFIC AND TRANSPORTATION ENGINEERING) REF NO: 2022/48**

**SALARY** : R728 829 - R777 771 per annum (All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant experience in the field of civil engineering post qualification. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various areas of traffic and transportation engineering which includes but not limited to: geotechnical investigations and designs; traffic impact assessments, traffic engineering designs, operations and simulation (modelling), geometric and pavement designs. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements

- of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are 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. Conduct minor traffic studies under supervision of a chief engineer. 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 in-house designs, documentation and implementation of minor projects.
- ENQUIRIES** : Mr M Ramushu, Tel No: (012) 406 2109
- POST 11/68** : **SENIOR ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2022/139**
- SALARY** : R321 543 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : An appropriate Bachelor's degree/Diploma or equivalent qualification, preferably in Finance and Accounting. Appropriate experience as supervisor in property payments or in account payments section. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. Valid driver's license.
- DUTIES** : Management and payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates & taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Handling of queries from municipalities, service providers, property owners, tenants and clients; Assist with supervision of the section. Perform any other property payments related functions when necessary.
- ENQUIRIES** : G van Niekerk, Tel No: (051) 408 7564
- POST 11/69** : **SECURITY OFFICER REF NO: 2022/140 (X2 POSTS)**
- SALARY** : R124 434 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Grade 10/ ABET level 3 plus Grade C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHSA & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.
- DUTIES** : To provide physical security services at all Head office buildings. To protect the lives, property/ assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.
- ENQUIRIES** : Mr H Kidsingh Tel No: (012) 406 1526