



## DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: 2022/01

**Salary: All-inclusive package of R1 521 591.00 per annum, including basic salary (70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.**

**Centre: Head Office (Pretoria)**

**Note: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.**

**Requirements:** • An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8) in Management Sciences, Behavioural Sciences, Social Sciences or related fields • Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 to 10 years' relevant experience at Senior Managerial Level • **Knowledge:** • Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation • **Skills:** • Strategic management • Executive management • Supply Chain Management processes • Effective communication (verbal and written) • Numeracy • Marketing and liaison • Programme and project management • Relationship management • Interpersonal and diplomacy skills • Problem solving • Decision making • Motivational and influential • Negotiation • **Personal Attributes:** • Analytical thinking, Innovative • Creative and Solution orientated • Ability to design ideas with direction • Ability to work under stressful situations • Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.

**Duties:** • Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient effective and development-oriented Department of Public Works and Infrastructure • Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services • Develop an integrated business system that will assist with business planning of Corporate Services • Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation • Participate in EXCO, MinTop, MinMec and other governance structures of the Department • Overall management of the Corporate Services functions of the Department.

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

**Applications:** All applications for this position must be submitted only via email to: [Recruitment22-01@dpw.gov.za](mailto:Recruitment22-01@dpw.gov.za)

## DIRECTOR: INTERNAL COMMUNICATIONS AND MOBILISATION REF NO: 2022/02

**Salary: All-inclusive salary package of R1 057 326.00**

**(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) qualifications in communications, journalism, public relations or related qualifications with five years' experience at middle/senior managerial level and relevant working experience • A valid drivers' license.

**Personal attributes:** • Innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results • Ability to communicate at all levels, particularly at an executive level • People orientated, able to establish and maintain personal networks, trustworthy, assertive, hard-working, highly motivated, ability to work independently • **Knowledge:** • Marketing and communications, change management, structure and functioning of the Department • **Skills:** • Executive management skills, sound analytical and problem identification and solving skills, advanced marketing skills, language proficiency, advanced report writing, research methodology, financial administration, organising and planning, computer utilisation, policy formulation, planning and organising, negotiation skills • **Advanced communication (verbal and written) advanced interpersonal and diplomacy skills, time management, decision making skills • Conflict management • Motivational skills • Influencing skills, programme and management skills • Willing to adapt work schedule in accordance with professional requirement • Willing to travel.**

**Duties:** • Effective management and facilitation of internal communication and information flow management, mobilisation and internal corporate identity • Develop and formulate strategies of communication projects • Manage and improve internal communication environment, analyse, maintain and improve communication channels and media • Contribute to compilation and writing of literature related to newsletters, website, posters, speech, magazine and memorandum • Assist with compilation and writing of ministerial speeches and articles on request • Manage calendar of social events and activities • Manage relationships with external stakeholders, establish and sustain efficient communication model through the department • Advice management on new communication technologies • Contribute to effective change management • Compile updated reports on progress and management of internal communications • Effective marketing and implementation of internal communications, ministerial PPP & Mobilisation programmes-facilitate the process of language policy and promote easy access to public information • Coordinate printing and publishing of internal publications, manage the roll out of internal branding, manage and design the Departmental intranet • Effective management of the component, manage employment related processes, execute advisory commitments, determine and plan work procedures and methods of the component, manage budget of the component efficiently, maintain and sustain value chain of suppliers, distributors and consumers for effective information packaging and distribution, compile budgetary reports, effectiveness and efficiency of managed internal communication, extent of managed mobilisation and corporate identity, extent of developing strategies, effective analyses of communication channels and media, extent of developing strategies, effective analysis of communication channels and media, extent of contribution of compilation of literature, quality of compilation of ministerial speeches on request, extent of managed calendar for social events and activities • Quality of establishment of sustained communication models, extent and relevancy of provision of advice to management, nature and extent of contribution to change management, quality and extent of compiled reports, effectiveness and efficiency of facilitation of flow of information, extent of facilitation of language policy and promotion of access of information, effective co-ordination of printing and published publications, extent of managed internal branding, quality of designed departmental intranet, extent, efficiency and effectiveness of management of the component, effective management of staff, extent and efficiency of managed budget, nature and extent of maintained and sustained value chain of suppliers, distributors and consumers, quality of compiled reports.

**Enquiries:** Mr T Mchunu, tel. (012) 406 1841

**Applications:** All applications for this position must be submitted only via email to: [Recruitment22-02@dpw.gov.za](mailto:Recruitment22-02@dpw.gov.za)

## DIRECTOR: ENVIRONMENT AND CULTURE SECTOR (EPWP) REF NO: 2022/03

**Salary: All-inclusive salary package of R1 057 326.00**

**(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 Environment, Agricultural and or related studies plus five years relevant working experience at middle/senior level • A valid drivers' license • A postgraduate qualification will be an added advantage.

**Knowledge:** • Knowledge of Government's Development agenda, Government anti-poverty strategy and public employment programs, good analytical, innovative, problem solving/ intervention and interpersonal relations, writing and leadership skills • Knowledge of public sector, administrative procedures and processes, public finance management, contract management and stakeholder management • Experience in people management and conflict management • Experience in research methodologies, knowledge of policy and guidelines development, strong strategic management and planning, basic monitoring and evaluation • Good programme/project management are also key requirements • Extensive experience in the expanded public Works programme with specific reference to the Environment and Culture Sector institutional arrangements, related legislation, policies and strategic frameworks • He/she must possess facilitation skills, good communication skills and stakeholder management skills • Ability to communicate at strategic level and work under pressure/long hours.

**Duties:** • Organise internal capacity and budget resources for the Environment and Culture (E&C) Sector, develop policies and guidelines for the sector, develop strategic, tactical and implementation plans the E&C sector, design and manage strategies in collaboration with the lead sector department as mandated in the coordination of the EPWP E&C sector, to assist the sector to meet its set targets, secure and manage the provision of technical, implementation and resource support to the sector at national, provincial and local levels • Facilitate development/review of incentive models, frameworks and implementation manuals • Establish coordination and management structures in DPW for improved efficiency of the sector incentive programme • Provide support for effective management, implementation and accountability on the sector incentive programmes, facilitate and commission research for new expansion areas and to monitor impacts of sector programmes • Manage contractual agreements of external partners/stakeholders • Monitor and ensure achievements of sector targets. Compile, submit and present reports to various operational, senior/top management and executive structures • Profile best practices.

**Enquiries:** Ms Pearl Lukwago-Mugerwa, tel. (012) 492 1425

**Applications:** All applications for this position must be submitted only via email to: [Recruitment22-03@dpw.gov.za](mailto:Recruitment22-03@dpw.gov.za)

## DIRECTOR: GEOGRAPHICAL INFORMATION SYSTEM (EPWP) REF NO: 2022/04

**Salary: All-inclusive salary package of R1 057 326.00**

**(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 GIS or relevant qualification in Geography, Demography, Cartography or related qualifications plus five years' experience in middle/senior management in a relevant environment • A valid driver's license • Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation • Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience • Willingness to travel • Knowledge and understanding of Microsoft computer and its packages • Strong analytical and project management skills, high level of numeric and data analysis skills • Good communication (verbal and written) • Presentation and training skills.

**Duties:** • Provide strategic direction to the Directorate • Manage the research, design, development and implementation of GIS technology and its applications • Promote spatial analysis in all sectors of the EPWP • Manage the process to map progress of the EPWP performance against set targets • Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI • Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects • Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders • Managing the overall resources in the Directorate.

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

**Applications:** All applications for this position must be submitted only via email to: [Recruitment22-04@dpw.gov.za](mailto:Recruitment22-04@dpw.gov.za)

**The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.**

**Note:** An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form which can be obtained from any government Department or the DPSA website. Please submit your application by fully completing all fields of the new Z83 application form and failing which your application will be disqualified. All applications must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid driver's license (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next three months, please regard your application as unsuccessful. It is the responsibility of all applicants to ensure that foreign and other qualifications are verified by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to evaluation of qualifications and a security clearance.

Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

Applications must be submitted through email to the email address specified for each senior management positions. Posted, hand delivered, faxed or late applications will NOT be accepted.

**Closing Date:** 11 February 2022 (12:00 noon)