Department of Public Works and Infrastructure

CLOSING DATE: 18 November 2022 at 16H00

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 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.

NOTE: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. 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 over-crowding 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, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from 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 3 months, please regard your application as unsuccessful.

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.

DEPUTY DIRECTOR-GENERAL: PROGRAMME MANAGEMENT OFFICE AND SPECIAL PROJECTS REF NO 2022/416

SALARY: All-inclusive salary package of R 1 544 415 per annum (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRES: Head Office (Pretoria)

REQUIREMENTS: An under-graduate qualification (NQF Level 07) and post-graduate qualification (NQF Level 08) in the Built Environment, Project Management Commerce, Business Administration or related fields as recognised by SAQA plus minimum of 8 to 10 years senior management experience in the relevant field. Knowledge: Programme and Project Management, Quality Management, Business Management, Public Finance Management Act, Strategic Management, Monitoring and evaluation methods, Government functioning, Client relations. Skills: Strategic capability and leadership; Information and Knowledge management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Computer literacy, Stakeholder management, Planning and coordination, Presentation and facilitation Quality management. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

DUTIES: Oversee all turnaround and efficiency enhancement/ intervention programmes. Ensure proper implementation of the required project management and best practice mythologies (IDMS) across the value chain is enabled. Ensure necessary capacity and capability to properly align cross-cutting interventions between the DPW and PMTE. Ensure the use of standardized processes are implemented. Ensure dependencies across multiple projects and the value chain are adequately managed through the setting of specifications and quality standards. Institutionalize SDIF and IDMS in the implementation of Business Improvement Plan. Mainstream and streamline the Departmental programmes in line with Service Delivery Improvement Framework (SDIF) and IDMS components; develop Service Delivery Improvement Plans (SDIP) informing the organisational Strategic Plans enabled by the Service Delivery Model (IDMS). Manage the establishment of an integrated programme management enabled by service delivery framework for improved services and seamless performance. Manage the establishment and maintain partnerships and communication with stakeholders to support Business Improvement. Provide strategic solutions, guidance, coordination and fast tracking the delivery of the identified special projects within the department. Identify and prioritise projects in consultation with the Ministry. Facilitate rapid research and write up of individual project proposals and project plans and timelines. Identification and mobilisation of necessary resources (human and funding) to fund projects. Effective monitoring and evaluation of projects, including regular reporting of progress to the Minister. The effective management of financial resources allocated to the programmes.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment: The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for

Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Mr. SC Zaba, Tel: (012) 406 1544

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-21@dpw.gov.za

DEPUTY DIRECTOR GENERAL: FACILITIES MANAGEMENT REF NO: 2022/417

CENTRE: Head Office (Pretoria)

SALARY: All-inclusive salary package of R 1 544 415 per annum (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

REQUIREMENTS: An undergraduate qualification (NQF Level 7) and post-graduate qualification (NQF Level 08) in Built Environment, Management or in the relevant field of study as recognised by SAQA plus a minimum of 8 - 10 years senior management relevant experience. Knowledge: Best practiced Asset Management processes; Department internal Business Process; Property and Contraction Knowledge; Client relations; Financial management; Supply Chain Management; Change Management; Public Service Regulation; Black Economic Empowerment Act; Preferential Procurement Policy and Frame Act. Skills: Advanced report writing; Advanced communication; Language proficiency; People management skills; Computer utilization; Negotiation skills; Analytical thinking; Facilitation skills ;Strategic planning ;Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills; Organising and planning'; Policy formulation; Decision making skills; Motivation skills; Numeracy Advanced interpersonal and diplomacy skills. Personal attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently.

DUTIES: Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facilities management and occupational health and safety. Undertake research on latest facilities management and OHS trends. Ensure the development and implementation of effective and efficient property management acts,strategies and policies; ensure that all facilities management 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; Provide strategic facilities management, support and security services to department's clients and stakeholders; Facilitate completion of agreements between the department and client stakeholders; Ensure effective administration and performance of buildings for client satisfaction; Provide strategic leadership in the implementation of overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof Oversee the development and implementation of the built environment Green Economy Programmes; Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW; Manage and monitor the implementation of the Built Environment Green Economy Programme; Establishment and management of BEGEP Project Management Office. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Undertake surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects; Develop and maintain governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment: The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for

Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRES: Mr SC Zaba, Tel: 012 406 1544

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-22@dpw.gov.za

DEPUTY DIRECTOR GENERAL: SUPPLY CHAIN MANAGEMENT EXECUTIVE REF NO: 2022/418

SALARY: All-inclusive package of R 1 544 415 per annum, including basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of 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)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) and qualification in Finance, Public Administration/Management, Economic Sciences, Management Sciences, Supply Chain Management/ Procurement, or any of the Built Environment disciplines and a postgraduate qualification (NQF level 8) as recognised by SAQA plus 8-10 years' experience at Senior Management Level in the relevant environment Level in the relevant field. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as we as construction related projects property in complex environments with multiplicity of procurement transactions. Knowledge of Supply Chain Management (SCM) systems, processes and controls, Public Finance Management Act, Public Services Regulations, Treasury Regulations. SKILLS: Leadership and management skills, good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict Management , sound analytical and problem identification and solving skills, organising and planning, policy formulation, decision making skills, motivational skills, numeracy, advanced interpersonal and diplomacy skills. Personal attributes: Ability to interact with clients and stakeholders in professional and assertive manner, high ethical standards, able to conduct business with integrity and in a fair and reasonable manner, ability to promote mutual trust and respect, innovative, creative, solution orientated- ability to design ideas without direction, people orientated, hard-working, highly motivated, ability to work effectively andefficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results.

DUTIES: Oversee the overall management and implementation of the entire SCM value chain in the Department. Undertake research on latest supply chain management trends. Collate all relevant information and infuse them into the SCM strategic policy. Source relevant SCM policies, guidelines and directives from the National Treasury. Advice on and monitor the implementation of National Treasury policies and guidelines in relation to SCM. Monitor and evaluate compliance to Medium Term Expenditure Framework. Undertake the effective development; implementation and monitoring and evaluation of the Department SCM policies. Oversee the efficient and effective implementation of the logistics function that are compliant with policies, procedures and applicable legislation. Develop, manage, and oversee the implementation of the moveable asset management plan as well as the disposal plan. Strategic management of supplier relationships. Manage and control the acquisition of goods & services, disposal and letting of state assets including the letting of state assets no longer required. Manage the development implementation and maintenance of corporate governance policy; ensure that the policy complies with all statutory frameworks established within the Department; provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment: The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Mr S.C. Zaba, Tel: (012) 406 1544.

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-23@dpw.gov.za

CHIEF DIRECTOR: REGISTRY SERVICES REF NO 2022/419

SALARY: All-inclusive salary package of R 1 269 951 per annum (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)/ B-degree in Real Estate Management, Finance, Commerce or related qualification. A minimum of 5 years senior management experience in the relevant field. Valid driver's licence. Knowledge of Public Finance

Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics, Reporting procedures, GIAMA, DISPOSAL

ACT, BBBEE, Treasury Regulations, The PIE Act, The Squatters Act. Skills: Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Financial management. Computer literacy. Stakeholder management. Planning and coordination. Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results. Ability to

Communicate at all levels, participate at an executive level. Ability to work independently.

DUTIES: Oversee the development and maintenance of the Department's IAR and ensure compliance with PFMA, GIAMA, GRAP and other relevant prescripts: Oversee the design and implementation of IAR policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP, PFMA and GIAMA requirements. Engage internal and external stakeholders to ensure the development of a suitable electronic asset register and migration of data to the new system. Ensure timely IAR reporting and management of key stakeholder expectations/ customer requirements. Assess the Auditor-General's (AG) findings on information in the asset register, identify and prioritise the required interventions against the basic requirements. Oversee the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of all Immovable assets. Monitor and evaluate compliance of policies and processes. Oversee the management of verification process on the state owned properties. Control, monitor and evaluate the asset register to be up-to-date. Ensure that the basic asset register information and values are populated in the asset register, condition assessment and vesting; ensure accurate asset register for the state properties; ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements; liaise with technical and other units that inform GRAP compliance. Oversee the maintenance of the accuracy, completeness and quality of the IAR database, manage special projects and the delivery of concurrent mandate- Oversee successful delivery of the Concurrent Mandate amongst the state land community; Oversee the execution of critical projects required to ensure IAR is always compliant and in line with industry practise. Oversee the data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc.; Monitor completeness of IAR data in context of U-AMPs, C-AMPs, WIP etc. Oversee the implementation of the Vesting Strategy/Vesting Business Case. Manage the Chief Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Manage performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Chief Directorate.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Ms S Subban, Tel: (012) 406 1790

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-24@dpw.gov.za

CHIEF DIRECTOR: CONSTRUCTION SECTOR REGULATION REF NO: 2022/420

SALARY: All-inclusive salary package of R 1 269 951 per annum (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An appropriate NQF level 07 qualification in Social Sciences, Policy Development, Built environment qualifications or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). A Masters Degree will be an added advantage. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Senior Management Service level with extensive research and policy environment. Thorough knowledge of construction and built environment regulatory framework (legislation and regulations),must possess in-depth knowledge of policy formulation, implementation and monitoring, knowledge of government priorities, knowledge of how government functions. Ability to communicate excellently across all levels. Process Competencies: Research, Analytical skills, Problem Solving, Presentation, Communication (verbal and written), Knowledge Management. Required Core Competencies: Policy formulation, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES: The successful candidate will be responsible for providing strategic leadership oversee the development and implementation of regulatory framework aimed at addressing the transformation, growth and development of the construction industry, built environment professions, and related fields. Oversee the development of strategies and policies for the construction sector regulation. Research, development and review of construction sector policies, legislation and regulations. Establish partnerships with various stakeholders in the construction industry locally and internationally towards best practice. Oversee the development of policies within the Department. Provide strategic direction for the overall functioning and performance of the Chief Directorate so that targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Ms N Mwongo Tel: (012) 406 1998

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-25@dpw.gov.za

CHIEF DIRECTOR, EPWP PARTNERSHIP SUPPORT REF NO 2022/421

SALARY: All-inclusive salary package of R 1 269 951 per annum (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRES: Head Office (Pretoria)

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in Business Administration/Management, Development Studies, Economics, Commerce, Public Management, Accounting, Human Sciences, Behavioural Sciences, Construction Management and Built Environment, plus 5 years Senior Management experience in the relevant field. A Valid Driver's License. Knowledge of: Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the management, Government Job Creation Policies, Expanded Public Works Programme, 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, SAQA / NQF framework, Client relations, Financial management, Preferential Procurement Policy and Framework, Office management, Structure and functioning of the Department and Departmental standards and regulations. Skills: Advanced report writing, Management & decision making skills, Financial Management, Numerical, Analytical, Problem Identification & Problem solving, Project and Programme management, Change management, Capacity building, Strategic management and leadership, Effective communication, People management, Advanced inter-personal and diplomacy, Computer Literacy, Conflict management, Policy formulation and Integration management. Personal Attributes: 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: Manage the development of plans, strategies and guidelines for DPWI and ensure compliance with applicable frameworks: Develop, consult stakeholders and facilitate the approval of Programme Management, Learning Programme, Training, Enterprise Development and Communication frameworks, standard operating procedures and guidelines, in-line with applicable prescripts and are aligned to the government's strategic objective. Conduct feasibility studies, option analysis studies and research in relation to Programme Management, Learning Programme, Training, Enterprise Development and Communication. Leverage funding and secure funding for Programme Management, Learning Programme, Training, Enterprise Development and Communication. Conclude strategic partnerships in terms Programme Management, Learning Programme, Training, Enterprise Development and Communication. Monitor and ensure effective management of strategic partnership commitments. Manage the coordination of EPWP in terms of training delivery capacity support, enterprise development, programme management and communications: Build and maintain EPWP governance arrangements, networks and contacts with stakeholders and implementing bodies. Ensure development and maintenance of sound relationship with stakeholders. Promote EPWP and develop communications and marketing strategies. Enhance and ensure a positive communication profile for EPWP. Participate and ensure that the EPWP Branch is well represented in EPWP training, enterprise development, programme management, communications and learning programme forums. Intervene and address challenges in training, enterprise development, programme management, communications and learning programme. Manage engagements and feedback processes between the EPWP Branch, public bodies and key stakeholders. Manage engagements and feedback processes between Head Office and the Regions across all functions of the Branch. Manage EPWP reporting and monitor data integrity: Monitor the implementation and compliance with the guidelines. Develop information management and reporting tools to manage the capturing, collation, merging, validating and maintenance of EPWP for training, enterprise development, programme management, communications and learning programme matters. Manage the collating of programmes status reports on the achievement of intended goals and objectives. Analyse of the EPWP training, enterprise development, programme management, communications and learning programme matters on an ongoing basis and prepare all quarterly and annual performance reports to various stakeholders. Continuously monitoring the system performance to identify areas of improvements, and work with management to prioritise business and information needs and then define new processes for improvement. Ensure compiling, verifying and reporting of quarterly reports and assist with its collections. Intervene and support public bodies in terms of reporting challenges. Support and oversee interventions for ensuring data quality. Escalate and provide an interface between the Monitoring & Evaluation units and reporting public bodies. Oversee the coordination and management of sustainable livelihoods interventions through training and enterprise development: Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment, implementation and monitoring) of sustainable livelihood support initiatives by training managers. Implement training and enterprise development initiatives. 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. Monitor the budget and expenditures for the Directorate. Managing the all the resources i.e. financial, human resources of the Chief Directorate, in-line with the departmental policies.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment.The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for

Entry into SMS. The full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Mrs S Subban, Tel: (012) 4061790

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-27@dpw.gov.za

DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO 2022/ 423

(This position is targeted for a female candidates and/or people with disabilities)

SALARY: All-inclusive salary package of R 1 073 187 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Johannesburg Regional Office

REQUIREMENTS An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences, Built Environment or equivalent plus 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. Valid driver's license. 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; 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.

DUTIES: 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.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Mr. R Naidoo, Tel: (012) 406 1191

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-28@dpw.gov.za

DIRECTOR: INTERNAL AUDIT REGIONS REF NO 2022/424

SALARY: All-inclusive salary package of 1 073 187 per annum (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 Accounting/ Auditing/ Internal Audit. Chartered Accountant/Certified Internal Auditor and a minimum of 5 years' experience at MMS or SMS levels. Knowledge of the Standards for Professional Practice of Internal Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, COSO Framework and King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge and experience in TeamMate software. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher level of efficiency. Ability to work under pressure for extended periods of time. Good project management skills. Ability to follow aproactive and creative problem solving approach. Membership with the Institute of Internal Auditors (IIA)/ South African Institute of Chartered Accountants (SAICA). A valid driver's license. Prepared to be subjected to security clearance.

DUTIES: Manage the Internal Audits for Regions. Monitor and ensure that the Internal Audit activities' objectives are in line with the strategic goals of the department. Implement audit approaches and methodologies for Internal Audit activities. Identify critical risks from the department's risk management plans that require Internal Audit focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit activities compliance with applicable statutory requirements, Acts and professional practices and standards. Preparation of audit committee reports and effective participation in audit committee activities. Manage financial and human resources within the Directorate.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment.

The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG).The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Ms Rendani Mashigoane Tel: (012) 406 1758

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-29@dpw.gov.za

DIRECTOR: ICT PROJECTS AND PROGRAMME MANAGEMENT REF NO: 2022/425

(This position is targeted for a female candidates or people with disabilities)

SALARY: R 1 073 187 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in Information Technology; 5 years MMS/SMS experience in a relevant field of Information Technology Project Management. A valid Driver's licence. Knowledge: ICT Strategy & Plans Programme and Project Management; Information Technology policies and standards; Contract Management; Information Technology Audit and Governance and Compliance; Procurement processes; Business & Computer systems analysis; Compilation of management reports. Personal Attributes : Ability to work under pressure; interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hardworking; Self-motivated. SKILLS: Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Financial Management Facilitation; Research. OTHER: Willing to adapt work schedule; Security clearance.

DUTIES: Manage the development and maintenance of ICT Projects and Programme Management policies, strategies and procedures-: Undertake research on the latest developments in professional guidelines, legislations and standards; Manage benchmarks with various institutions for ICT Projects and Programme Management best practice techniques and public works & infrastructure methodologies; Lead the development and execution of comprehensive ICT Projects Management strategies; Ensure that all ICT Projects and Programme Management policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Evaluate ICT Projects and Programme Management strategies and processes in order to continually improve them. Oversee the design and implementation of an appropriate project management framework: -Oversee the initiation of ICT projects and programmes; Select and prioritise ICT projects and programmes according to the Department's overall strategy; Plan, coordinate and implement ICT Projects, change controls audits and compliance. Ensure that all project charters are aligned properly to the strategy; Manage the development of project standards, specifications and service levels according to organisational objectives; Oversee the development of project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage final review and approvals or audits on project designs according to design principles or theory; Ensure application of methodology and enforce project standards to minimise risk. Manage resources for ICT Projects and Programmes-:Oversee a team of project managers and project teams; Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of 35 organisational objectives; Oversee finances to ensure that the project progresses on time and on budget; Ensure effective utilisation of allocated resources; Review regular progress reports; Oversee quality assurance of ICT projects and programme; Evaluate and assess results of a project.

GENERAL: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for

Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/.

ENQUIRIES: Ms. T Malapela, Tel: (012) 406 1730

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment22-30