

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

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 fully completed signed and initialled when submitted as failure to do so may 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, and applicants will not be disqualified if they only sign page 2. 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: Please note that applicants are not required to submit certified 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. 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 as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. 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 the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

HEAD OF INFRASTRUCTURE OF SOUTH AFRICA, SALARY LEVEL 16) (FIVE (5) YEAR CONTRACT) REF NO: 2023/301
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)

SALARY: All-inclusive salary package of R 2 158 533.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services).

NOTE: The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post-graduate (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.

DUTIES: Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) Team and ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.

ENQUIRIES: Mrs TB Hlatshwayo, Tel (012) 406 1990

APPLICATIONS: All applications for this position must be submitted only via email to Recruitment23-56@dpw.gov.za

SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR - GENERAL LEVEL), REF NO: 2023/302
(This is a re-advertisement applicants who applied previously are encouraged to re-apply)

SALARY: All-inclusive salary package of R1 663 581.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

NOTE: 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 07) in Supply Chain Management, Logistics, Finance, Public Administration and Management Economic Management Sciences or any of the Built Environment qualifications and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems, processes and controls, Public Finance Management Act, Public Service 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, Hardworking, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

DUTIES: Undertake research on latest SCM trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure complies with all statutory frameworks established within the public service and 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.

ENQUIRIES: Mrs TB Hlatshwayo, Tel (012) 406 1990

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-57@dpw.gov.za

CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS CO-ORDINATION (CONCURRENT) REF NO: 2023/303
(This is a re-advertisement applicants who applied previously are encouraged to re-apply)

SALARY: All-inclusive salary package R 1 317 558.00 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 07) in Political Sciences, Corporate Governance, Development Studies, Public Management/ Administration, International Relations or equivalent qualification as recognized by SAQA, plus at least five (5) years' experience in a Senior Management position. A relevant Master's degree will be an added advantage. Extensive experience in stakeholder management and sector co-ordination. Good understanding of the Public works and infrastructure sector. Understanding of applicable Intergovernmental Relations legislation, Public Finance Management Act (Act 1 of 1999) and Treasury regulations, Knowledge of Risk Management and combined assurance, Professional writing, mentoring/coaching, influencing and networking skills. Policy development and diplomacy. Willingness to travel.

DUTIES: Provide strategic direction and promote good governance for internal and sector governance structures. Strengthen sector co-ordination and sector contributions to the DDM model. Oversee and support the development and regular review of sector governance structures. Oversee, Monitor and Report on the programmes of sector governance structures. Co-ordinate Parliamentary Questions, Select and Portfolio Committee engagements as well as facilitation of Cabinet matters. Promote sound Intergovernmental relations and provide strategic guidance on the Department's efforts to resolve disputes with other spheres of government. Build and maintain relationships with IGR partners, including sector entities, local government and NEDLAC. Negotiate protocol agreements with IGR partners as well as monitoring performance on agreed programmes. Render protocol services to the Executive and ensure effective execution of the Department's public participation programmes. Monitor and report on the Chief Directorate's financial and non-financial performance information. Manage the chief directorate's resources (human and financial).

ENQUIRIES: Mr AMthombeni, Tel: (012) 406 1100

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-58@dpw.gov.za

CHIEF DIRECTOR: EPWP MONITORING & EVALUATION REF NO: 2023/304

SALARY: All-inclusive salary package of R 1 371 558 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: B degree (NQF 7) in Statistics/ Economics/ Econometrics/ Demography/Geography/ Mathematics, Social Sciences. 5 years senior management experience in the relevant field. Monitoring and evaluation theory, methodology and systems. Public work programmes.

KNOWLEDGE: Monitoring and evaluation theory and methodology. Monitoring and evaluation systems. Statistics. Data bases. Goals of public works programmes. **SKILLS:** Working with databases (programming queries). Statistical skills. Strategic management. Senior management skills. Financial management. Tender processes. Effective communication (verbal and written). Numeracy. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Problem solving skills. Decision making skills. Motivational skills. Negotiation skills.

PERSONAL ATTRIBUTES: Analytical thinking. Innovative. Creative. Solution orientated – ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers. People orientated. Hard-working. Highly motivate. Extensive travelling.

DUTIES: Oversee the development and the implementation of legislations, strategies, and policies for EPWP Monitoring & Evaluation:- undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all EPWP Monitoring & Evaluation 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; Oversee the development, implementation and maintenance of an effective monitoring and evaluation framework:- ensure that quarterly monitoring reports on the implementation of EPWP are compiled; oversee the management of data analysis collected nationally, provincially and at municipal level; oversee the management of budgetary functions related to monitoring, development and implementation of the reporting system; commission evaluation studies in line with the Monitoring and evaluation framework. Over the design and management of a risk management plan with regard to the quality of monitoring data:- oversee promotion of data quality in all sectors within the EPWP. Oversee manage the risk plan for data quality. conduct research to inform optimal budget allocation in support of the EPWP and all other departmental programme. Manage the spatial analysis capacity in support of the EPWP and all other departmental programmes:- oversee the promotion of spatial analysis in all sectors of the EPWP; manage the process to map progress of the EPWP; oversee the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes; oversee the development and maintenance of web based GIS to publish data and facilitate the location of projects. Effective management of the Chief Directorate :- manage the co-ordination and administration of the component; manage the employment related processes the administration and development of staff; oversee the implementation and maintenance of financial control systems; manage the budget and expenditures of the component; ensure that all financial transactions comply with Treasury Regulations; Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.

ENQUIRIES: Ms. C.J. Abrahams Tel. 012 492 3080

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-59@dpw.gov.za

DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2023/305

SALARY: All-inclusive salary package of R1 162 200 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Cape Town Regional Office

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Property Management, Management Science, Legal and Built environment, Extensive experience in the property and built environment of which 5 years should be at middle management level. Knowledge: Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). **SKILLS:** Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. **PERSONAL ATTRIBUTES:** Innovative, Creative, Hardworking and Self-motivated. The ability to work under pressure. The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.

DUTIES: Strategic leadership: Management of maintenance and capital work at residential and office accommodation of Members of the Executive, and other categories of people including Union Building. Manage client request regarding maintenance, interior décor and other benefits as stipulated in the Ministerial Handbook. Providing strategic leadership on matters related to residential and office accommodation of Members of the Executive and certain selected categories of people. Facilities Management Develop appropriate facilities management strategies for the Portfolio in conjunction with the Facilities Management branch. Ensure that proactive and reactive maintenance is done in all Prestige properties in conjunction with Facilities Management branch. Ensure effective and efficient supervision of the water and electricity usage in the Portfolio in conjunction with the Real Estate Management branch. Investigate client needs in conjunction with Real Estate Management Investment branch and provide options and solutions. Register capital and maintenance projects. Request for funding through PMBC and IBC and allocation of funding to projects as requested by Project Managers. Issuing of Procurement Instruction to Construction and Project Management branch for execution. Management of Prestige budget. Events Management: Provide support in all events in respect of maintenance and other related activities as instructed by Chief Director or requested by the events management section. Client Relations: Management of client requests. Ensure that an acknowledgment letter is forwarded to the client informing them of the Portfolio Manager assigned to the request. Provide a report to clients on progress regarding the request, maintenance performance and projects in execution and provide time frames. Interact with clients on regular basis. Schedule meetings with all internal role-players, Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use appropriate procurement committees to expedite procurement of good and services. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

Enquiries: Mr M. Sazonza, Tel. 012 406 1963/ 1322.

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-60@dpw.gov.za