



Chief Director: IAR Projects, Data Administration & Concurrent Mandate

(36 Months Contract)

Salary: All-inclusive salary of R1 308 051.00 per annum

(Package to be structured in accordance with the rules of the Senior Management Services)

• Ref: 2023/113 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate qualification (NQF 7) Degree in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, experience in Real Estate Management, Asset management and State Land Administration • Five (5) years relevant experience at MMS/SMS/middle management level • Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations • Valid driver's license • Computer literacy • Decision making skills • Ability to work under pressure • Negotiation skills • Excellent interpersonal skills and Communication skills • Good Verbal and written communication skills • Ability to work under pressure and deadline driven.

Duties: • Oversee the development and maintenance of the Immovable Asset Registry related data and systems to ensure accuracy, completeness and quality of the database • Ensure that the Immovable Asset Register is in compliance with relevant prescripts and guidelines • Oversee the execution of projects required to ensure IAR is always compliant and in line with industry practise • Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology • Report on all projects executed • Ensure Immovable Asset Register compliance with the Concurrent Mandate on State land matters by managing the development and implementation of related prescripts, essential policies, procedures and guidelines • Promote uniformity in the management of immovable assets in line with GIAMA • Provide advisory support to management on asset register • Manage budget and expenditure of the component efficiently • Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements • Manage the training and development needs for employees • Manage the implementation and compliance of performance management • Report on the performance of the unit against operational plan, business requirements and targets.

Enquiries: Mr. S Sokhela, Tel: (012) 406 1143/2043

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-06@dpw.gov.za

Director: IAR Controller and Reporting (36 Months Contract)

Salary: All-inclusive salary of R1 105 383.00 per annum

(Package to be structured in accordance with the rules of the Senior Management Services)

• REF NO: 2023/114 • Centre: Head Office (Pretoria)

Requirements: • Undergraduate qualification (NQF level 7) in Commerce, Management, Business Administration, Asset Management or equivalent qualification • Appropriate experience in Accounting for immovable assets, financial reporting and State Land Administration • Five (5) years relevant experience at MMS/SMS/middle management level • Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations valid driver's license • Computer literacy • Decision making skills • Ability to work under pressure • Negotiation skills • Excellent inter-personal skills and Communication skills • Good Verbal and written communication skills • Ability to work under pressure and deadline driven.

Duties: • Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks • Ensure regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements • Monitor and evaluate the effectiveness of IARM policies and procedures • Provide support to technical and other units that inform GRAP compliance • Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timely for the IFS and AFS • Ensure that all capital projects are correctly recorded on the IAR on a monthly basis • Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers • Manage application of the Deemed Cost Model to ensure compliance with the applicable GRAP standards • Manage monthly reconciliations between the IAR and the general ledger • Provide advisory support to management on asset register • Manage budget and expenditure of the component efficiently • Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements • Manage the training and development needs for employees • Manage the implementation and compliance of performance management • Report on the performance of the unit against operational plan, business requirements and targets • Manage the design and implementation of the audit remediation and improvement plans for immovable assets.

Enquiries: Mr. Siboniso Sokhela, Tel: (012) 406 1143/2043

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-07@dpw.gov.za

Director: Physical Security Operations

(This is a re-advertisement, the position was previously advertised

26 February 2023 with ref no: 92. Those who applied are encouraged to re-apply)

Salary: All-inclusive salary of R1 105 383.00 per annum (package to be structured in accordance with the rules of the Senior Management Services)

• Ref no: 2023/115 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate qualification (NQF 7) B Degree in Security Management, Policing, Management Sciences or related qualifications, State Security Agency (SSA) Security Managers Course • Five (5) years relevant experience at MMS/SMS/middle management level • A valid driver's license.

Knowledge: • Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) • Disciplinary procedures and what constitutes unprofessional conduct • Departmental business processes • National Strategic Intelligence Act national information security policy • Risk and threat management • Safety and security management and administration, including security auditing • Physical security measures • Contingency planning • Occupational health and safety • Personnel security • Document security • Surveillance • Information technology security • Fire regulations and fire protection and communication security (cryptography) • Security vetting • Security breaches and investigations.

Skills: • Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Client Orientation and Customer Focus • Communication • Computer Literacy • Employee Performance Management and Development • People Management and empowerment • Organising and Planning • Policy Development • Decision Making • Problem Solving • Conflict Management • Operational Planning • Motivational • Interpersonal Relations.

Personal Attributes: • Tenacity, Dedication, Honesty, Exceptional level of integrity, Objectivity, Innovation, Resourceful, Adaptability, Creative, Solution Orientated, Ability to design ideas without direction, Conflict management, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hardworking, Highly motivated.

Duties: • Oversee the development of Physical Security strategies, policies and procedures • Manage the identification of risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such • Ensure the development of policies and procedures related to physical security in line with applicable prescripts • Ensure development and evaluation of appropriate security measures • Monitor compliance with the physical security policies and measures • Oversee the implementation of physical security services: Oversee the implementation of security protocols i.e. access control and others • Review reports on incidents and breaches to form proposals for improvements • Manage the planning and co-ordination of security operations for specific events • Monitor security operations within the Department and ensure sound and safe environment • Manage physical inspections (physical security audits) of property to ensure compliance with security policies and regulations • Oversee the management of outsourced physical security service providers and security contracts • Oversee security service providers rendering Physical Security service • Oversee the development of security service level agreements (SLA) and ensure implementation • Ensure compliance with the contract deliverables and obligations • Manage Directorate Physical Security Operations • 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 the performance and development of employees • Establish, implement and maintain efficient and effective communication arrangements • Compile and submit all required administrative reports • Monitor the budget and expenditures for the Directorate.

Enquiries: Mr R Muthanyi, Tel: (012) 406 1629

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-08@dpw.gov.za

Director: Human Resources Development

Salary: All-inclusive salary of R1 105 383.00 per annum

(Package to be structured in accordance with the rules of the Senior Management Services)

• Ref No: 2023/116 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate qualification in Human Resource Development, Human Resource Management, Public Administration, Public Management, Industrial Psychology or any relevant qualification (NQF level 7) as recognized by SAQA • Five (5) years' relevant experience at a middle or senior management level (MMS/SMS) with an extensive experience in the field of Human Resource Development (HRD) • Managerial experience and financial management • Extensive knowledge in training and development practices • **Skills:** • Writing and facilitation as well as sound communication (both verbal and written), good interpersonal skills, financial and managerial skills, co-ordination skills, excellent computer skills in MS Excel, PowerPoint and MS Word and valid driver's license • **Job Knowledge:** • Extensive knowledge of the ETD environment including the SAQA, NQF Frameworks and SETA's • Knowledge of National Skills Development Strategies and standards as well as practices • Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD • Programme and project management • Knowledge of Performance Management System (PMDS) and Bursary administration • **Competencies required:** • Innovative, strategic and creative thinking, ability to communicate at all levels, people orientated, ability to perform under pressure.

Duties: • Manage the development and implementation of human resources development policies, strategies and procedures • Provide leadership in HRD matters • Manage and ensure implementation of skills development and career management in the Department • Ensure efficiency in management and administration of training matters • Manage the facilitation of Compulsory Induction Programme (CIP), Orientation programme, Recognition of Prior Learning (RPL) and Adult Education and Training (ABET) • Manage conducting of skills Audit within the Department • Manage the performance management and development systems, and bursary programme in the Department • Manage budget of the directorate.

Enquiries: Mr. JJ Nkwanyana, Tel: (012) 406 1678

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-09@dpw.gov.za

Re-Advert: Audit Committee Member (1x Vacancy)

In terms of Section 76 (4) and 77 of the Public Finance Management Act 1 of 1999, read together with Treasury Regulations 3.1, the Department of Public Works and Infrastructure hereby invites applications from independent suitably qualified and interested persons to serve on the Audit Committee for a period of three years.

Requirements: • Qualification(s), advanced knowledge and experience in any of the following competencies: • Real Estate and Built Environment such as Professional Engineer or related, as well as: • Senior Management and extensive leadership experience • Experience of serving in an Audit Committee • Not a political office bearer • Not be in the employment of the Department • Have no business or personal relationships with the Department.

Term & Remuneration: • The term of office is 3 years and a contract will be entered into • Remuneration is as determined by the Department in line with Treasury Regulation 20.2.3.

Key Outputs: • The roles and responsibilities of the Audit Committee are clearly defined in the approved Terms of Reference (Charter) of the Committee • The Committee will fulfill its oversight responsibilities to ensure that the Department and PMTE maintains effective, efficient and transparent systems of financial, risk management, governance and internal controls • The Committee will review amongst others: the effectiveness of the Internal Audit Activity and provide direction • The work of External Auditors; the Department's and PMTE's financial statements • Ensure compliance with legislation • Ensure implementation of Combined Assurance Model, report and make recommendations to the Accounting Officer and Executive Authority • It will therefore carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to its approved Terms of Reference (Charter).

Enquiries: Ms R Mashigoane, Tel: (012) 406 1758

Submission: Submit your CV and certificates Rendani.Mashigoane@dpw.gov.za

The Department of Public Works 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 specifically persons with disabilities and women in SMS. 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 as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted. The copies of qualifications, identity document and driver's license (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 or certified information that may be requested to make final decision. Applications not complying with the above will be disqualified. Should you not have heard from us within the next three (3) 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. Application must be submitted to the email addresses specified for each senior management position. Hand delivered, posted and 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.

NOTE: 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/>.

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. **Hand delivered applications will not be accepted, only for SMS positions.**

Closing date: 03 April 2023 at 16:00