



CHIEF DIRECTOR: EXECUTIVE SUPPORT

(This position is targeted for persons with disabilities and female candidates)

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

(Total package to be structured in accordance with the rules of the Senior Management Service)

• Ref no: 2023/90 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate qualification (NQF level 07) in Public Management or Administration or equivalent qualification as recognised SAQA • Five (5) years appropriate or relevant experience at senior management level • **Knowledge:** • Knowledge of the Public Service legislation • Knowledge of the functioning of national, government, fundamental economics, structure and functioning of the Department, PMTE, Parliamentary protocol processes, linkages with government clusters, Departmental standards and regulations • **Skills:** • Executive management skills • Sound analytical and problem identification and solving skills • Computer literacy • Marketing and liaison • Advanced communication • Language proficiency • Advanced report writing • Strategic management • Lateral thinking • Research methodologies • Financial management • Advanced interpersonal and diplomacy skills • Programme and project management • 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 • Drivers' license • Prepared to travel • Willing to adapt work schedule in accordance with professional requirements.

Duties: • Manage the administration of the Office of the Director-General • Engage and interact with the Ministry on Cabinet, Parliament and Cluster related issues • Render strategic advice and executive support regarding the development and submission of the strategic documents to the Ministry • Represent the Office of the Director-General in executive management processes • Participate in TMC, MANCO and HOD Public Works • Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director-General • Provide strategic advice regarding MINMEC and NEDLAC issues • Co-ordinate, integrate and support the involvement of the DPWI in the relevant Cluster activities • Facilitate the approval and submission of responses to Parliament questions and other strategic matters • Review, determine impact and provide comments regarding departmental and external submissions addressed to the Director-General • Question all reports and submissions for the attention of the Director-General • Support the analysis and interpretation of built industry norms and standards • Direct the diary of the Director-General • Approve administrative matters related to senior managers who report directly to the Director-General as required • Develop and direct the administrative framework regarding finances, human resources operations and logistical requirements of the Office of the Director-General.

Enquiries: Mr SC Zaba, tel: (012) 406 1544/1359

Applications: All applications for this position must be submitted only via email to: Recruitment23-01@dpw.gov.za

CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS CO-ORDINATION (CONCURRENT)

Salary: All-inclusive salary package R 1 308 051.00 per annum

(Total package to be structured in accordance with the rules of the Senior Management Service)

• Ref no: 2023/91 • 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 • A valid driver's license, 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 A Mthombeni, tel: (012) 406 1100

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment23-02@dpw.gov.za

DIRECTOR: SECURITY MANAGEMENT

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: 2023/92 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate qualification (NQF level 7) in Safety and Security Management disciplines/Policing, Management Science, Behavioral Science as recognized by SAQA plus five (5) years' of experience at a middle/senior managerial level in safety/security management and administration, forensic investigation and examination criminal law • Willing to successfully attend prescribed training courses; prepared to travel and be absent for prolonged periods; prepared to work irregular and long hours; expected to work overtime; prepared to disclose their financial interests; security clearance • State Security Agency (SSA) Manager course • **Knowledge:** • Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; 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; Knowledge management; Service delivery innovation; Problem solving; Client orientation and customer focus; effective communication at all levels; report writing; presentation skills; planning and organisation; relationship management; interpersonal and diplomacy skills; computer literacy; detection skills; analytical thinking; problem solving skills; decision making skills; motivational skills; conflict management • **Personal Attributes:** • Tenacity; dedication; honesty; exceptional level of integrity; objectivity; innovation; resourcefulness; adaptability; creative • A valid drivers' license.

Duties: • The management and coordination of the total security function of the Department-identify risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such; develop and implement appropriate security measures and procedures; develop and implement the policy; ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities; advise management regarding the security implications of executive decisions; facilitate the management of security-related issues by the Security Committee ensure the effective management of vetting applications and security clearances; maintain records of security incidents • Manage the execution of vetting field-work investigations within the Department • Manage the execution of vetting field-work investigations within the Department; conduct physical security appraisals; monitor the extent of compliance; ensure effective implementation; recommend interventions/ improvements/disciplinary measures where appropriate; provide management reports • Conduct screening of companies, contractors and consultants; Conduct verification of academic qualifications of DPW officials; Verification of criminal records checks, Citizenship verification, Financial/ asset record checks and previous employment verification; Conduct pre-employment screening to all potential employees; Creating a database of pre-cleared contractors and consultants with the prestige portfolio; Conducting workshops to companies, contractors and consultant for security screening requirements; liaise and interact regarding planned and unplanned inspections; liaise regarding information security; liaise regarding physical security requirements and problems, and measures to address such; report incidents or suspected incidents of security breaches and/or leakages of sensitive information for investigation • Manage budget and expenditure of the component efficiently; Compile budgetary reports • Manage the administration and development of staff; provide reports on branch performance issues; ensure capacity and sustainability of staff of the component.

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

Applications: All applications for this position must be submitted only via email to: Recruitment23-03@dpw.gov.za

DIRECTOR: OFFICE OF THE DG

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: 2023/93 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate (NQF 7) qualification in Public Management or Administration or equivalent qualification • Five (5) years MMS/SMS relevant experience in a executive environment • **Knowledge:** • Technical knowledge of the built environment industry; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations • **Personal Attributes:** • Innovative; 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; Trustworthy; Assertive; Ability to work independently • **Skills:** • Executive management skills; Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Financial management; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Negotiation skills; Motivational skills; Influencing skills • **Other:** • Willing to adapt work schedule in accordance with professional requirements; Security clearance.

Duties: • Represent the Office of the Director General in executive management forums and processes, Participate in structures (TMC, MANCO and HOD Public Works) and processes as directed by the Director General; Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director General; Provide strategic advice regarding MINMEC and NEDLAC issues; Co-ordinate, integrate and support the involvement of the Department in Cluster activities; Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues; Optimise the effectiveness of the Office of the Director General-Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery to the Director General; Re-engineer management processes and co-ordinate management review processes related to the Office; Effectively manage, monitor and track information related to the Office of the Director General; Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director General; Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director General; Assess audit reports and ensure that the Department is providing value for money; Support the preparation of presentation to be made by the Director General to key stakeholders • Manage the administration of the Office of the Director General, Direct the diary of the Director General; Approve administrative matters related to senior managers who report directly to the Director General as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Co-ordinate research; Support the security profile of the Office • Management of the directorate.-Ensure that the directorate complies with the Medium Term Expenditure Framework; Manage the effective and efficient implementation and maintenance of risk management processes on immovable property; Undertake key account management of immovable properties entrusted with the directorate; Maintain conducive professional relationships with stakeholders and clients; Establish and maintain good working relations with all stakeholders and client departments; Control and manage human, financial and physical assets attached to the directorate.

Enquiries: Mr SC Zaba, tel: (012) 406 1544/1359

Applications: All applications for this position must be submitted only via email to: Recruitment23-04@dpw.gov.za

DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT (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: 2023/94 • Centre: Head Office (Pretoria)

Requirements: • An undergraduate (NQF 7) qualification in Commerce, Business Administration, Real Estate Management, Asset Management, State Land Administration or equivalent qualification • Extensive experience in Real Estate Management, Asset management and State Land Administration • Five (5) years MMS/SMS relevant experience in Real Estate Management, Asset management and State Land Administration • 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 • A 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 planning and execution of physical verification of land and buildings over a five (5) year circle; Manage the planning and execution condition assessment of buildings and significant components over a five (5) year cycle; Ensure completeness of coastal reserves through identification, surveying and verification; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Ensure the updated register; Ensure rehabilitation of unused buildings • Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets; monitor and evaluate compliance of policies and processes • 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 • Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all Immovable Asset Register policies contribute to the Departments' strategic objectives; Manage the development of strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies; Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

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

Applications: All applications for this position must be submitted only via email to: Recruitment23-05@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 identified, 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: 17 March 2023 at 16:00

