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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**



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## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



**CLOSING DATE: 11 AUGUST 2023 AT 16H00**

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. Faxed, posted, hand delivered 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.

**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.**

**(FOR SENIOR MANAGEMENT POSITIONS ONLY: KINDLY NOTE THAT THE EMAILED APPLICATIONS AND ATTACHMENTS SHOULD NOT EXCEED 15MB)**

### **REGIONAL MANAGER (CHIEF DIRECTOR LEVEL) REF NO: 2023/257**

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE:** Gqeberha Regional Office.

**REQUIREMENTS:** An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline or Management Science, Behavioural Science or Law coupled with 5 years relevant experience at senior management level. Extensive experience in property management, asset investment management and the built environment.

**KNOWLEDGE:** Property management, the Public Finance Management Act, Government budget procedures/timeframes (MTEF), financial management and administration, Project management, Construction regulations, Financial administration processes and systems, the Public Service Act, Public service regulations, Financial manual and Treasury regulations. **SKILLS:** Construction management, Financial management, Client/ customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organising, Diplomacy, Policy analysis and development, Problem solving, Presentation and Budgeting.

**DUTIES:** Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.

**ENQUIRIES:** Mr S Mdakane, tel. (012) 406 1282.

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-18@dpw.gov.za](mailto:Recruitment23-18@dpw.gov.za)

### **CHIEF DIRECTOR, GENDER, PEOPLE WITH DISABILITIES & YOUTH REF NO: 2023/258**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (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)/ Degree in Social Sciences or in the related field. 5 years relevant experience at MMS level. **KNOWLEDGE** of Public Service Regulations, Employment Equity Act, Public Service Act, Public Finance and Management Act, International, Continental, Regional and National, instruments, Administration of Service Level Agreements and National Gender Policy Framework, Constitution). **SKILLS:** Programme and project management. Financial management. Communication (written and verbal). Policy analysis and development. Planning and organizing. People management and empowerment. Problem Solving. Facilitation and presentation. Ability to work effectively and efficiently under pressure. Ability to meet tight deadlines whilst delivering excellent results.

**DUTIES:** Lead the development and implementation of Gender, youth development and disability policies and programmes:- Undertake research on latest trends and frameworks. Manage the development of policies and frameworks on Gender. Ensure that such formulated policies and frameworks are in line with the department's strategic objectives. Oversee integration of such policies and frameworks in the department. Assess and evaluate the impact of implementation of such policies and frameworks. Compile comprehensive reports on implementation Gender frameworks and policies. Oversee the continuous use and adherence to instruments (international, continental, regional and national) on Gender. Oversee the mainstreaming of gender empowerment programmes into departmental programmes:- Oversee research and gathering of information on gender issues. Manage the implementation of strategies to address Gender issues. Ensure monitor of gender interventions to ensure that they benefit women. Manage the implementation and development of capacity building initiatives and advocacy on gender. Ensure departmental inclusion of women in all the departmental development programmes. Report on departmental gender status and progress to the Presidency and other monitoring institutions. Oversee the mainstreaming of youth development and empowerment programmes into departmental programmes. Oversee research and gathering of information on youth development and children's rights. Manage the implementation of strategies to address youth development and children's rights. Ensure monitoring of youth development interventions within DPW to ensure that they benefit the youth. Ensure departmental the inclusion of youth in all the departmental development programmes. Manage the implementation and development of capacity building initiatives and advocacy on youth development and children's rights. Report on departmental youth development status and progress to the Presidency, NYDA and other monitoring institutions. Manage the mainstreaming of disability management and empowerment programmes into departmental programmes:- Provide strategic direction on the implementation of disability management programmes. Oversee research and gathering of information on disability management. Manage the implementation of strategies to address disability management. Monitor disability management interventions within DPW to ensure that they benefit people with disabilities. Ensure departmental the inclusion of disability management in all the departmental development programmes. Manage the implementation and development of capacity building initiatives and advocacy on disability management. Report on departmental disability management status and progress to the Presidency and other monitoring institutions. The management of the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Monitor the budget and expenditures of the Chief Directorate. Management of 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.

**ENQUIRIES:** Mr N. Kubeka, tel. (012) 406 1504.

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-19@dpw.gov.za](mailto:Recruitment23-19@dpw.gov.za)



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**CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO: 2023/259 (36 Months Contract)**

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).

**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. 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:** 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 No: (012) 406 1143/2043

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-20@dpw.gov.za](mailto:Recruitment23-20@dpw.gov.za)

**CHIEF DIRECTOR: CONSTRUCTION SECTOR REGULATION REF NO: 2023/260**

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).

**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 Master's 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. 88 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.

**ENQUIRIES:** Ms MC Maake, Tel No: (012) 406 1660

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-21@dpw.gov.za](mailto:Recruitment23-21@dpw.gov.za)

**CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED REF NO: 2023/261**

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (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 Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA plus 5 years of experience at a senior managerial level in construction/built environment. Required to travel. Learning Fields: Supply Chain Management, Asset Management. **KNOWLEDGE:** Horticultural processes/regulations, Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. **SKILLS:** Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.

**DUTIES:** Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Ensure effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

**ENQUIRIES:** Ms N Makhubele, Tel No: (012) 406 1623

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-22@dpw.gov.za](mailto:Recruitment23-22@dpw.gov.za)

**CHIEF DIRECTOR: IMMOVABLE ASSETS REGISTRY SERVICES REF NO: 2023/262**

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (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)/ B-degree in Real Estate Management, Finance, Commerce or related qualification. A minimum of 5 years senior management experience in the relevant field. **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 87 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



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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.

**ENQUIRIES:** Ms S Subban Tel No: (012) 406 1790

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-23@dpw.gov.za](mailto:Recruitment23-23@dpw.gov.za)

**CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2023/263**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction. Relevant Professional Council registration with at least 10 years' applied post registration experience in relevant aforementioned disciplines. Extensive experience as a Professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years' experience at a Senior Management level. Proven property development skills of 5 years is a prerequisite. **SKILLS:** Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy. **KNOWLEDGE:** Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibilities will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.

**DUTIES:** The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.

**ENQUIRIES:** Mrs S Subban Tel No: (012) 4061790

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-24@dpw.gov.za](mailto:Recruitment23-24@dpw.gov.za)

**CHIEF DIRECTOR: EXECUTIVE SUPPORT (OFFICE OF THE DIRECTOR GENERAL) REF NO: 2023/264**

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

**SALARY:** All-inclusive salary package of R1 371 558 per annum. (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 07) in Public Management or Administration or equivalent qualification as recognised SAQA. Five (5) years appropriate or relevant experience at senior management level. **KNOWLEDGE** of 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. **SKILLS:** Executive management skills; Sound analytical and problem identification and solving skills; Marketing and liaison; 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; Decision making skills; Conflict management; Negotiation skills; Motivational skills and Influencing skills.

**DUTIES:** Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues-: Coordinate responses to parliament questions and other strategic issues. Render advice and support regarding the development and submission of the strategic documents to the DG and Ministry. Present the Office of the Senior Executive Officer: PMTE in executive management processes-: Represent and participate in structures and processes as directed by the Senior Executive Officer: PMTE. Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Participate and ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Senior Executive Officer: PMTE. Provide strategic advice regarding MINMEC and NEDLAC issues. Coordinate, integrate and support the involvement of the Department in Cluster activities. Lobby, advise and interact with professional bodies of the built environment. Participate in the National Bid Committee. Manage strategic, corporate and operational issues and provide advice to the office of the Senior Executive Officer: PMTE-: Participate in the strategic planning processes, Facilitate the development of annual performance plans and operational plans. Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage the administration of the Office of the Senior Executive Officer: PMTE-: Re-engineer management processes and co-ordinate management review processes related to the Office. Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Senior Executive Officer. Assess audit reports and ensure that the Department is providing value for money. Support the analysis and interpretation of built industry norms and standards. Support the preparation of presentation to be made by the Senior Executive Officer to key stakeholders Direct the diary of the Senior Executive Officer. Approve administrative matters related to senior managers who report directly to the Senior Executive Officer as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements.

**ENQUIRIES:** Mr SC Zaba, Tel No: (012) 406 1544/1359

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-25@dpw.gov.za](mailto:Recruitment23-25@dpw.gov.za)

**DIRECTOR: INTERNAL AUDIT REGIONS REF NO: 2023/265**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Accounting/ Auditing/ Internal Audit. Chartered Accountant/Certified Internal Auditor and a minimum of 5 years' experience at MMS or SMS levels. Membership with the Institute of Internal Auditors (IIA)/ South African Institute of Chartered Accountants (SAICA). **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 proactive and creative problem solving approach. Membership with the Institute of Internal Auditors (IIA)/ South African Institute of Chartered Accountants (SAICA). 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.

**ENQUIRIES:** Ms R Mashigoane Tel No: (012) 406 1758

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-26@dpw.gov.za](mailto:Recruitment23-26@dpw.gov.za)

**DIRECTOR: ICT PROJECTS AND PROGRAMME MANAGEMENT REF NO: 2023/266**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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. **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



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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.

**ENQUIRIES:** Ms. T Malapela Tel No: (012) 406 1730

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-27@dpw.gov.za](mailto:Recruitment23-27@dpw.gov.za)

**DIRECTOR: LITIGATION AND LEGISLATION DRAFTING REF NO: 2023/267**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Law plus 5 years of experience at a middle/ senior management experience in Legal Services (Legislative Drafting, Contract management/Administration and Litigation). **KNOWLEDGE** of Property, Industry and Asset Management, Constitution of the Republic of South Africa, Intellectual and Property Law, Mandate and Functions of the Department, System and Operation of South African Courts of Law, Interpretation of Legislation, Functioning of National, Provincial and Local Government, Employment Equity Act and related policies, Public Financial Management Act, Public Service Act, Promotion of Access to Information Act, Magistrates Court Act, Supreme Court Act, Promotion of Administrative Justice Act. **SKILLS:** Legislation drafting skills, excellent communication, Report writing skills, Analytical thinking, Advanced interpersonal and diplomacy skills, Negotiation skills. Ability to work independently. Able to establish and maintain personal networks. Ability to communicate at all levels, particularly at an executive.

**DUTIES:** Develop essential strategies, policies and procedures for Litigation (consult with, instruct and monitor the State Attorney and Counsel on all litigation matters, provide assistance and monitoring of legal matters, as well as legal costs, perusal of and commenting on all draft pleadings to ensure that it is in line with the Department's interests, ensure the proper and correct administration of all the legal and litigation affairs of the Department, including the monitoring of legal costs in litigation matters, liaise between the Department and the various Offices of the State Attorney on all litigious matters and consider recommendations made by the State Attorney and/or Counsel on the acceptability of such recommendations), Legislation and Contract management, Undertake research on trends and review best practices; Manage the development of effective and efficient strategies, policies and procedures aligned to applicable prescripts; the effective management support and legal advice to the department on contract administration matters. The effective coordination of the contract administration function within the department. Proper functioning of the Contract Administration Components in the Department. The effective management of the legislative drafting process. Management of the Litigation, Legislation and Contract Management Directorate, Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline. Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the Directorate and report on progress as required; collate inputs from the various legal officers, both at Head Office and in the regions and compile the annual audit report, at financial year-end; Compile and submit all required administrative reports; Serve on transverse task teams as required; Plan and allocate work; Quality control of work delivered by employees. Monitor the budget and expenditures of the Directorate.

**ENQUIRIES:** Mr C Makgoba Tel No: (012) 406 1548

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-28@dpw.gov.za](mailto:Recruitment23-28@dpw.gov.za)

**DIRECTOR: EPWP PROGRAMME MANAGER**

**(Bloemfontein position is targeted for female candidates or people with disabilities)**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**CENTRE:** Bloemfontein Regional Office **Ref No: 2023/268 A (X1 Post)**

Nelspruit Regional Office **Ref No: 2023/268 B (X1 Post)**

**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, or related field of study plus 5 years relevant working experience at Middle/Senior level. **KNOWLEDGE:** Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction, Stakeholder Management; Functioning of national, provincial and local government, Monitoring and Evaluation methods, Training, Enterprise Development and Communication, SAQA / NQF framework, the Public Financial Management Act, Municipal Public Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and Government prescripts. **SKILLS:** Management. Client Orientation, Customer Focus, People Management, Conflict Management, Policy Development, Numerical, Analytical, Computer Literacy, Planning and Organising, Project Management, Problem Solving, Report Writing, Financial Administration, Presentation, Decision Making and Research Methodology. Willingness to adapt to working schedule in accordance with office requirements.

**DUTIES:** Support the development frameworks, incentive grant agreements & frameworks, policies, protocols and guidelines for the EPWP. Facilitate and conclude the signing of contracts, protocols, business plans, incentive grant agreement and any other documents with stakeholders. Ensure stakeholder dialogue and buy-in of frameworks, standard operating procedures (SOPs), business plans (BPs), incentive grant agreements/frameworks, policies, protocols and guidelines and any other key documents. Lead on EPWP policy, protocols and key stakeholder engagement related documents. Support the development, consultation and buy-in of governance, capacity building, training, enterprise development, knowledge management, audit related matters, EPWP Sector issues, communications and monitoring & evaluation guidelines/frameworks and any other key documents for the EPWP. Establish and maintain relationships between EPWP and relevant stakeholders. Manage communication and feedback processes between the EPWP, municipal and provincial structures with relevant structures; identify and communicate programme opportunities to various EPWP sectors. Coordinate EPWP governance and institutional arrangement interventions. Provide reports to EPWP units as requested. Manage the compilation of the EPWP provincial and municipal contact database. Participate and represent EPWP in municipal and provincial structures; promote and encourage participation of municipal, provincial and other institutions; monitor performance of provincial institutions. Identify and communicate programme opportunities to various EPWP sectors. Conduct regular reporting sessions with provinces. Ensure efficient engagements in the province. Support, manage, monitor and oversee data capturing, reporting and monitoring of work opportunities and key performance data within the programme for the province. Oversee and manage external and internal audits within the province, as per the prescribed guidelines. Ensure compliance with the audit action plan. Oversee EPWP technical support in the province. Oversee and support EPWP training through public body funds in the province. Oversee, support and implement EPWP communications in the province. Oversee and support EPWP sector coordination in the province. Oversee the EPWP capacity building initiatives in programme. Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment and monitoring) of sustainable livelihood support initiatives by training and enterprise development in the province. Implement training and enterprise development initiatives. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Regional Office/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 Regional Office/Directorate. Managing the all the resources i.e. financial, human resources of the Regional Office/Directorate, in-line with the departmental policies.

**ENQUIRIES:** Ms CJ. Abrahams Tel No: (012) 492 3080 / (012) 492 1443/ (012) 492 1445

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-29@dpw.gov.za](mailto:Recruitment23-29@dpw.gov.za) (Bloemfontein), [Recruitment23-30@dpw.gov.za](mailto:Recruitment23-30@dpw.gov.za) (Nelspruit)

**DIRECTOR: PROPERTY MANAGEMENT (VACANT LAND) REF NO: 2023/269**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Real Estate Management/ Asset Management, or equivalent qualification plus five (5) years relevant experiences at middle/ senior management relevant work experience in Asset Management/ Property/ Facilities Management. **KNOWLEDGE:** Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. **SKILLS:** Effective communication skills; advanced report writing skills; computer literacy; policy analysis and development; presentation skills. Ability to work under pressure; ability to communicate at all levels; Must be prepared to travel; Willing to adapt work schedule in accordance with professional requirements.

**DUTIES:** Effective management of Departments' property - provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments' leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments' property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Maintenance and Updating of the Fixed Asset Register; conduct property audits on the system; check debtors reports on the system; verify debtors monthly schedule; respond to and resolve audit queries; compile monthly expenditure reports. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of vacant and unimproved State properties- monitor maintenance of vacant and unimproved state property; ensure security for vacant properties; supervise property 97 maintenance



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operations; ensures the implementation of reconditioning of unimproved properties; manage the periodic inventory of building contents and property condition. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

**ENQUIRIES:** Ms N Makhubele Tel No: (012) 406 623

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-31@dpw.gov.za](mailto:Recruitment23-31@dpw.gov.za)

**DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (4 POSTS)**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**(Johannesburg Regional Office position is targeted female candidate or people with disabilities)**

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

**CENTRE:** Cape Town Regional Office Ref No: 2023/271 A (X1 Post)

Johannesburg Regional Office Ref No: 2023/271 B (X1 Post)

Polokwane Regional Office Ref No: 2023/271 C (X1 Post)

Kimberly Regional Office Ref No: 2023/271 D (X1 Post)

**REQUIREMENTS:** An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management or equivalent qualification plus five (5) years relevant experience on Middle/Senior management level in Asset Management/ Property/Facilities Management. **KNOWLEDGE:** Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. **SKILLS:** advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES:** Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying 98 superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

**ENQUIRIES:** Ms N Makhubele Tel No: (012) 406 623

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-32@dpw.gov.za](mailto:Recruitment23-32@dpw.gov.za) (Cape Town), [Recruitment23-33@dpw.gov.za](mailto:Recruitment23-33@dpw.gov.za) (Johannesburg) [Recruitment23-34@dpw.gov.za](mailto:Recruitment23-34@dpw.gov.za) (Polokwane), [Recruitment23-35@dpw.gov.za](mailto:Recruitment23-35@dpw.gov.za) (Kimberly)

**DIRECTOR: SMALL HABOURS REF NO: 2023/271 (24 Months Contract)**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A Post Graduate degree in the Built Environment. A minimum of five (5) years` experience in the built environment field at a middle/senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Relevant experience in maritime related infrastructure is preferred. Registration as a Professional under the respective built environment field. Experience with contract and construction management of marine contractors. **KNOWLEDGE:** Extensive programme and project management experience. Sound knowledge and understanding of marine infrastructure, including CAPEX, OPEX and macro-economics. Financial, contract and information management. Experience in marine infrastructure design and knowledge of best practices within the maritime space. Experience with contract and construction management of marine contractors. Demonstrated ability to present information to internal and external stakeholders through advanced communication and presentation skills. Knowledge of the South African coastline including all harbours and ports to allow for integrated planning between all three spheres of government. Government Regulatory Frameworks and all applicable Acts including but not limited to GIAMA, PFMA, NEMA and ICMA. **SKILLS:** Strategic capabilities and leadership skills, programme and project management, information and knowledge management, high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, Willingness to adapt to a tight schedule in accordance with professional requirements, required to travel extensively, working abnormal hours.

**DUTIES:** Project manage and drive the delivery of the departmental Strategic Integrated Project SIP21m: Small Harbours Development National. Manage the small harbour and coastal property development projects and programmes. Manage the development of feasibility studies, planning and construction of new small harbours in the Northern Cape, Eastern Cape and KwaZulu-Natal provinces. Development of Gantt charts to track progress and develop baselines. Baselines to be tracked in accordance with the allocated budget, drafting of contractual document including but not limited to Memoranda of Agreements/ 100 Understanding, Service Level Agreements and Project Execution Plans Investigate economic opportunities within the harbours for further development, develop Infrastructure Projects Management Plans (IPMPs), in accordance with the IDMS Framework. Ensuring the complete roll-out of the Spatial and Economic Development Frameworks for the 13 proclaimed fishing harbours in the Western Cape. General and ad-hoc project management related tasks to the programme. Alignment and integration of the infrastructure development with the Operation Phakisa: Ocean Economy: Small Harbours initiatives under the four thematic work streams. Manage the effective and efficient implementation and maintenance of risk management processes within the unit. Maintain conducive professional relationships with stakeholders between all three spheres of government as well as the private sector. Provide strategic and management reports on an ongoing basis.

**ENQUIRIES:** Ms Monama, Tel No: 012 406 1283

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-36@dpw.gov.za](mailto:Recruitment23-36@dpw.gov.za)

**DIRECTOR: RISK MANAGEMENT REF NO: 2023/272**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Commerce or Risk Management coupled with five (5) years relevant experience at Middle/Senior Management Level in Risk Management, Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.) Knowledge of PFMA and Treasury Regulations; National Treasury Public Sector Risk Management Framework; Knowledge of Financial Management and Provisioning Administration; Strategic Planning Framework; GIAMA; Infrastructure Development Management System (IDMS); Medium Term Strategic Framework (government priorities); Principles and Practice of risk management; Preferential Procurement Policy Framework Act, 5 of 2000 ('PPPFA'); Government and accountability; Internal control and assurance; ERM concepts, and methodologies; Risk Management environment; Risk Maturity 43 Model; Risk Management policies and procedures; Risk Management principles and practice; Customer stakeholder relationship management; Good communication skills (verbal & written); The candidate must be willing to work and travel beyond normal working hours, Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully, Sound understanding of Enterprise Risk Management principles and philosophy. Ability to think conceptually or strategically. Work under pressure. Provide leadership, direction and team building. Knowledgeable in various policies and practices related to government regulations. Excellent project management, financial, analytical and strategic planning skills. Have excellent interpersonal and coaching skills. Have ability to analyse and interpret data in a variety of complex processes using standardised methods. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Ability to organise and motivate others, who in many cases may be in a more senior position. Establishing and maintaining effective working relationships. Have sense of urgency and ability to identify and resolve problems in a timely manner. Business Acumen, Maintain confidentiality, Consultation, negotiation and networking skills.

**DUTIES:** Develop and facilitate the implementation of the Enterprise Risk Management Framework (ERMF), which includes the development and implementation of the risk implementation plan and supporting policies and procedures; facilitating risk identification and assessment/qualification, the compilation of strategic and operational risk registers; facilitating the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the implementation of the Combined Assurance Model. Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Ensure implementation of Audit findings from both internal and external Auditors. Generate risk maps to assist management and oversight committees in monitoring the risks. Identify emerging risk that might affect the organisation.

**ENQUIRIES:** Ms. K Sebati, Tel: (012) 406 1351

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-37@dpw.gov.za](mailto:Recruitment23-37@dpw.gov.za)

**DIRECTOR: SERVICE DELIVERY IMPROVEMENT PROGRAMME REF NO: 2023/273**



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This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Administration/Management. 5 years' experience at middle/senior management in a Service Delivery Improvement Area. **KNOWLEDGE** of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, required to travel extensively. **SKILLS AND COMPETENCIES:** Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To tight work schedule in accordance with professional requirement.

**DUTIES:** Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor 44 internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.

**ENQUIRIES:** Ms. K. Sebati Tel No: (012) 406 1351

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-38@dpw.gov.za](mailto:Recruitment23-38@dpw.gov.za)

**DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2023/274**

This is the re-advert, applicants who applied previously are encouraged to reapply.

(This position is targeted for females and/ or a Persons with Disabilities)

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** An undergraduate qualification (NQF 7) in Built Environment. A minimum of 5 years MMS/ SMS experience in built environment. Minimum certificate of entrance to SMS. Registration with the Council of South Africa. **KNOWLEDGE** of Financial management; Contract management; Programme and project management; Information management. Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, Financial administration processes and systems (WCS), PMBOK Guidelines. **SKILLS:** Management skills; Advanced report writing; Advanced communication; Analytical thinking; Strategic planning; Negotiation skills; Programme and project management skills; Organising and planning; Policy formulation. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Ability to work effectively and efficiently under pressure. Ability to meet tight deadline whilst delivering excellent results.

**DUTIES:** Manage the implementation and monitoring of construction management guidelines, processes, standards and strategies-: Identify construction management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Ensure compliance with project progresses approved programs and relevant framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Design and ensure implementation of project management methodologies for the projects' life-cycle. Manage the implementation and compliance of projects- Provide inputs to client departments on conceptualisation of special major projects. Manage the project change management process. Manage service level agreements. Ensure the final design conforms to the departmental quality standards and client requirements. Provide technical advice on special projects and other related matters and maintain relations with stakeholders. Manage the process of appointment of service providers/contractors. Oversee the contract management services for construction projects. Manage the implementation and coordination of RAMP projects- Manage the design, planning, documentation processes and milestones of the projects. Provide strategic and technical support to RAMP activities. Ensure the implementation of RAMP in Regional Offices. Manage the co-ordination of special projects in Regional Offices. Develop a holistic maintenance on RAMP programmes. Manage construction projects operations budget-: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate. 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 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.

**ENQUIRIES:** Mr W Hlabangwane, Tel No: 012 406 2006

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-39@dpw.gov.za](mailto:Recruitment23-39@dpw.gov.za)

**DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, (DEPARTMENT OF DEFENCE) REF NO: 2023/275**

This is the re-advert, applicants who applied previously are encouraged to reapply.

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** An Undergraduate qualification (NQF level7) in Property/ Asset Management, Construction or related field and five (5) years' experience at Middle/Senior management level. **KNOWLEDGE:** Asset Management, Property Management, Public Financial Management Act, Treasury regulations, Property related legislations, Market trends, Construction Industry, States property management acts, by-laws and ordinances, Contract management, Financial management, Corporate Governance and Project management. **SKILLS:** Computer literacy, Facilitation skills, Good communication skills. Ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel.

**DUTIES:** The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Infrastructure Implementation Programmes to address user departments' and custodian's accommodation requirements. Programme Management of Infrastructure Implementation Programmes. Facilitate the assessment of the performance of Immovable Assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop Immovable Asset Management policies, strategies and guidelines. Manage the identification, evaluation, and implementation of mitigation strategies to control of risks. Analyse and manage Asset Performance and provide periodic reports and recommendations to the User Departments to ensure optimal performance and utilisation of State assets as well as support budget provisions. Provide management support to the unit/ section.

**ENQUIRIES:** Mr P Chiapasco Tel No: (012) 406 1063

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-40@dpw.gov.za](mailto:Recruitment23-40@dpw.gov.za)

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

(Both positions are targeted for females and/ or Persons with Disabilities)

This is the re-advert, applicants who applied previously are encouraged to reapply.

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

**CENTRE:** Durban Regional Office Ref No: 2023/277 A (X1 Post)

**Johannesburg Regional Office Ref No: 2023/277 B (X1 Post)**

**REQUIREMENTS:** An Undergraduate qualification (NQF level 7) in Supply Chain Management, Public Administration, Economics, Management Sciences or Built Environment Profession and 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. **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





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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.

**ENQUIRIES:** Mr R Naidoo Tel No: 021- 406 1191

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-41@dpw.gov.za](mailto:Recruitment23-41@dpw.gov.za) (Durban), [Recruitment23-42@dpw.gov.za](mailto:Recruitment23-42@dpw.gov.za) (Johannesburg)

**DIRECTOR: ARCHITECTURAL SERVICES (TECHNICAL SERVICES) REF NO: 2023/277**

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Architecture. A minimum of five (5) years' experience in MMS/SMS level and registered with SACAP as a professional architect. A Master's degree in Architecture will serve as an added advantage. **KNOWLEDGE:** Architectural design within the infrastructure planning, construction and procurement systems, Architectural legislations, Architectural norms and standards, Occupational and health standards, Contract management, Technical knowledge of the general built environment. **SKILLS AND EXPERIENCE:** Co-ordinate design and integrate across disciplines, Utilisation of Industry standard Architectural related Computer Packages, Programme and Project Management skills, Effective communication, Computer literacy, Organisation and planning, Problem solving skills and solutions orientated, Decision making skills, Mentoring ability, Financial and Budget Management skills.

**DUTIES:** Develop Architectural concepts and designs Develop Architectural and Urban Design Guidelines compliant to legislative and green building standards. Alignment to IDMS for planning improvements. Development of Norms and Standards to support Government Infrastructure delivery. Perform review and approvals of designs and technical proposals. Commission the preparation of proto-type designs for a variety of building categories. Formulate policy on design to support planning for construction and input into specifications. Provide technical support in the development of accommodation solutions. Contribute to the development of architectural related policies, methods and best practices. Support Project Managers on matters relating to developed concepts and designs. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and monitoring of Directorates Business plans, for improved service delivery. Ensure Mentoring and development of Young Professionals. Assist with architectural inputs on preparation of tender documents. Evaluate building designs. Liaise and interact with service providers. Ensure and facilitate skills transfer.

**ENQUIRIES:** Ms. S Subban Tel No: (012) 406 1790

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-43@dpw.gov.za](mailto:Recruitment23-43@dpw.gov.za)

**DIRECTOR: QUANTITY SURVEYING: TECHNICAL SERVICES REF NO: 2023/278**

(This position is targeted for females and/ or Persons with Disabilities)

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 Quantity Surveying. A minimum of five (5) years' experience in MMS/SMS level and registered with the professional body (SACQSP) of The South African Council for the Quantity Surveying Profession. Must be able to travel. **KNOWLEDGE:** Quantity surveying legislation policies and standards and indices, Technical knowledge of the general built environment, Contract management, Quantity surveying methods and practices, Public Financial Management Act, Cost management, Risk management. **SKILLS AND EXPERIENCE:** Advanced communication, Programme and project management, Utilisation of industry standard, Quantity Surveying packages and programmes, Computer literacy, Organisation and planning, Problem solving skills, Solutions orientated, Decision making skills, Mentoring ability, Financial and Budgeting Management skills.

**DUTIES:** Develop, manage and maintain quantity surveying related policies, aligned to best practice methods and standards – develop and maintain building cost database in alignment to the industry norms. Assist with the development of building cost and space norms and quantification thereof; including costing of accommodation solution towards as MTEC budget framework requirements and project proposals. Prepare reports on projected costs for feasibility of projects. Develop financial models for various implementation methods towards cost effective accommodation solutions. Advice and support project managers on Quantity surveying related matters. Verify building cost estimates; prepare cost estimates on designs and design changes. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and management of Directorate's business plans for improved service deliver, ensure mentoring and development of your Quantity Surveying Professionals and facilitate skills transfer.

**ENQUIRIES:** Ms. S Subban Tel No: (012) 406 1790

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-44@dpw.gov.za](mailto:Recruitment23-44@dpw.gov.za)

**DIRECTOR: INDUSTRY RESEARCH REF NO: 2023/279**

This is the re-advert, applicants who applied previously are encouraged to reapply.

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 the Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification; Professional registration with applicable Professional Councils; 5 years middle/ senior management relevant work experience; Relevant experience in construction, property and economic research as it pertains to immovable asset management, and applying it to the compilation of, among other, strategic reports and presentations, tariff structures and government sector operational requirements; Proven managerial abilities. **KNOWLEDGE:** MS Office Word, Excel & Power Point; SAS, research and information gathering; budgeting, financial planning and forecast; work with and understand large data files; data management tools such as Access, SQL and analysing large data using quantitative techniques; understanding of government socio-economic policies and principles; in-depth understanding of the built environment; understanding of the property and construction environment; property and facilities management; financial modelling; investment management; risk management; programme and project planning; Understanding of government socio-economic policies and principles; **SKILLS:** Strong analytical (quantitative as well as qualitative) skills; building models, data mining and on line market research skills; advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving; research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels; advanced ICT proficiency; advanced and technical report writing personal attributes: **PERSONAL ATTRIBUTES:** Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

**DUTIES:** The successful candidate will be required to provide insights and tools to various stakeholders on the property and construction sectors through the analysis and interpretation of economic, social, industry, market and internal trends to enable efficient and effective decision-making in the Department's immovable asset management programme. Duties will include, inter alia, Research and analysis of economic, social, industry, market and internal trends in relation to the construction and property sectors (including reporting on trends and asset management best practices, public and private participation to keep abreast of emerging innovations and trends in asset management, supporting asset management planning, inventory management and performance management); Providing a framework and managing the development and implementation of data management for the REIS Branch (including the introduction of effective data management, maintenance and quality assurance procedures as well as the establishment of an integrated, reliable database); Providing a framework and managing the development and implementation of analytical tools, models and best practice investment related policies as required in support of Departmental asset management practice (including the identification, development and implementation of analytical tools and methodologies that assist various units in planning and decision making, research and recommending software that can assist investment decisions and the development of certain fit-for-purpose investment related policies based on best practice); Providing business innovation intelligence and strategy for the Department's Property Trading Entity (including the suggestion of income generating asset class strategies for implementation by the trading entry, commissioning and navigating studies on identifying and capitalizing hidden assets, comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally, and working with other institutions to leverage off latest innovations); Providing advisory services to various internal and external stakeholders (including presenting research insights to various PMTE stakeholders, training units on any developed analytical tools relevant to their business, updating latest trends relevant to business units, fostering relationships with academic and private institutions, and Involvement in industry activities (events, conferences, share sessions, etc.) to help stay abreast with industry trends); Leading and managing the Industry Research Directorate (including establishing and maintaining appropriate internal controls and reporting systems in order to meet performance expectations, developing, managing and reporting on the operational plan of the Directorate and reporting on progress as required, managing performance and development of employees, establishing, implementing and maintaining efficient and effective communication arrangements, compiling and submitting all required administrative reports, quality controlling work delivered by employees, managing and monitoring the budget and expenditures for the Directorate).

**ENQUIRIES:** Mr. PF Chiapasco, Tel No: (012) 406 1063

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-45@dpw.gov.za](mailto:Recruitment23-45@dpw.gov.za)



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**DIRECTOR: ACQUISITION MANAGEMENT (PROPERTY AND FACILITIES MANAGEMENT) (SCM) REF NO: 2023/280**  
**This is the re-advert, applicants who applied previously are encouraged to reapply.**

**SALARY:** R1 162 200 per annum, (all-inclusive salary), (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 either Supply Chain Management, Public Administration, Economic Management Sciences or related Property and Facilities Management and five (5) years' experience at Middle/Senior management level in Supply Chain Management. **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:** Strategic management, Programme and project management, Senior management skills, Sound analytical and problem identification and solving skills, Computer literacy, Numeracy, Relationship management, Interpersonal and diplomacy skills, Decision making skills, Motivational skills, Presentation skills, Negotiation skills, Advanced communication skills (including report writing); **PERSONAL ATTRIBUTES:** Ability to interact with clients and stakeholders in a 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 and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, willing to adapt work schedule in accordance with professional requirements. **DUTIES:** Design, implement and manage the procurement model - research and design procurement processes; design, develop and manage the Departmental procurement model; ensure compliance with the Framework for Supply Chain Management; Oversee the utilisation of the Central supplier Database in quotation processes; manage procurement processes related to:-Built Environment (Capital and Maintenance);Asset Management (Leasing, Acquisition and Disposal); and Provisioning Administration; manage the Bid Committee process; ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry; provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development-develop, implement and maintain related policies and procedures; monitor and evaluate compliance of procurement processes with relevant policies and procedures; analyse and report on Black Economic Empowerment and development programmes; maintain and report statistics on the procurement model; implement and maintain a system for reporting and evaluation of procurement awards; provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required; provide operational support, related training and development; communicate with industry suppliers regarding the procurement model; liaise and interact with other state institutions regarding the procurement. Lead and Manage the Directorate - manage office administration services; manage human resource, equipment and finances; manage employment-related processes. Design and implement measures to eliminate fraud and corruption within SCM processes. Manage and respond to audit findings and develop Audit Action Plans.

**ENQUIRIES:** Mr R Naidoo, tel. (012) 406-1191

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-46@dpw.gov.za](mailto:Recruitment23-46@dpw.gov.za)

**DIRECTOR: IAR CONTROLLER AND REPORTING REF NO: 2023/281 (36 Months Contract)**  
**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**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. 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 timeously 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 No: (012) 406 1143/2043

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-47@dpw.gov.za](mailto:Recruitment23-47@dpw.gov.za)

**DIRECTOR: PHYSICAL SECURITY OPERATIONS REF NO: 2023/282**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**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. **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. 97 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 No: (012) 406 1629

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-48@dpw.gov.za](mailto:Recruitment23-48@dpw.gov.za)

**DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2023/283**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**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. **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



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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 No: (012) 406 1678

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-49@dpw.gov.za](mailto:Recruitment23-49@dpw.gov.za)

**DIRECTOR ADMINISTRATION: OFFICE OF THE DG REF NO: 2023/284**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**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 an 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 109 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 No: (012) 406 1544/1359

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-50@dpw.gov.za](mailto:Recruitment23-50@dpw.gov.za)

**DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT REF NO: 2023/285**

**(36 Months Contract)**

**This is the re-advert, applicants who applied previously are encouraged to reapply.**

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

**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. 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. 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 cycle; 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 S Sokhela Tel No: (012) 406 1143/2043

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-51@dpw.gov.za](mailto:Recruitment23-51@dpw.gov.za)

**DIRECTOR: STATE PROPERTY DEVELOPMENT (METROPOLITAN) REF NO: 2023/286**

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A B-Degree (NQF Level 7) in Real Estate Management or equivalent qualification in built environment. 5 years relevant experience in Real Estate Management environment or related field at MMS level. **KNOWLEDGE** of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Construction Industry; Client relations; PFMA /Treasury Regulations, Practice Notes, Instructions, Circulars. Financial management; Occupational Health and Safety Act of 1993 and Regulations. Preferential Procurement Policy and Framework. **SKILLS:** Management skills, Sound analytical and problem identification and solving skills, Marketing and liaison, Advanced communication, Advanced report writing, Research methodologies, Financial administration, Financial analyses, Computer literacy, Programme and project management, Time management, Conflict management and Motivational skills. 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. Able to establish and maintain personal networks. Ability to work independently.

**DUTIES:** To oversee the establishment of Development Framework Plans for government precincts in line with PMTE business plan objective of the provision of appropriate accommodation solution to national client departments -: Provide guidance on the objective of precinct development ventures and specific site development deliverables. Monitor precinct concept development and packaging, project budget, spending and job creation success Advise/monitor public participation, participate in precinct development seminars, briefing of management on precinct roll-down performance. Manage site planning and development intervention, moratoriums, objections and risk. Attend/participate in precinct meetings with other spheres of government, service providers, role players and design forums. Ensure community and other stakeholders/role-player liaison as required on precinct development. Revitalisation and development of urban centres for urban economies. Oversee appointment and co-management of service providers on precinct development level. Advice on precinct development funding methodologies and models in conjunction with national treasury. To oversee planning and implementation of plans for the development of precincts -: Oversee the development of precinct development deliverables and ensure such development initiatives are sustainable in invention and implementation. Oversee the delivery of in depth precinct development plans to meet PMTE business plan. To develop and implement strategic government renewal project that will compliment and care for national government assets in urban centres. The identification and packaging of government precinct for implementation. Monitor that government precincts are delivered to the required specification and standards within agreed budget and programs, in order to meet expenditure, receipt and physical output. To verify that the precinct projects contribute to social, economic and physical renewal of its area. The revitalisation of the selected urban localities and job creation through the refurbishment of infrastructure, local economic development projects and social integration. Oversee the closing of SLA's with local authority's renewal site/project implementation. Support/manage regional precinct projects. Oversee the appointment of appropriate consultants required to implement the approved government precinct projects. Attend project initiation and precinct meetings. Advice on the packaging of government catalytic projects. Oversee the preparation of project schedules, execution plans and project management documentation. Oversee the procurement of required service provider to finalise precinct development and to execute the work. Monitoring and assessment of precinct



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management/development. Coordinate with relevant stakeholders and DPW support services. Oversee the delivery of strategic precinct conceptualization and master planning, and to continuously address precinct change and re – development. Determine optimal integration of best accommodation solutions into the urban fabric and ensure alignment with MTSF and NDP

To ensure good corporate governance and management of the Directorate- provide strategic and management reports; provide adequate management to ensure the attainment of the department's strategic objectives; manage all the resources allocated to the directorate; develop and maintain interrelations with stakeholders; facilitate capacity building initiatives; compile and present reports on the functioning of the directorate; Incorporate and implement new and innovative ideas on best practices.

**ENQUIRIES:** Ms CJ Abrahams, Tel No: (012) 406 3080

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-52@dpw.gov.za](mailto:Recruitment23-52@dpw.gov.za)

**DIRECTOR: EPWP MONITORING REF NO: 2023/287**

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A B Degree in Social Sciences/ Statistics or related qualification. 5 years middle management experience related to monitoring and evaluation and data analysis. **KNOWLEDGE** of Expanded Public Works Programme (EPWP). Monitoring and evaluation framework and processes, Business process modelling, Design of Service Level Agreements, Statistical Analysis. **SKILLS:** Project management, Communication, presentation and training, Report writing, Motivational, People management, Time management, Conflict management and Motivational skills. 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. Able to establish and maintain personal networks. Ability to work independently.

**DUTIES:** Monitor the Expanded Public Works Programme performance:-Ensure the development and maintenance of performance monitoring framework, tools and guidelines. Ensure that all obligations are adhered to and implementation meets project targets. Analyse implementation progress reports and identify problems, causes of potential bottlenecks, and provide recommendations. Validate reported EPWP projects in line with policies and guidelines. Monitor and report on policy and legislation compliance. Provide advice and guidance in various fora in relation to the EPWP reporting. Manage the development, implementation and monitoring of EPWP incentive grants models: Design the incentive grant models. Facilitate the publications of the allocations. Produce quarterly incentive grant reports. Ensure the development and review of the incentive grant manuals. Maintain Service Level Agreements between EPWP and the implementing bodies. Lobby for public bodies to participate in EPWP. Manage the provision of capacity building and training on performance monitoring and reporting:- Provide guidance to the implementing bodies in preparing progress reports in accordance with approved reporting formats and ensure their timely submission. Develop and implement training strategies in support of EPWP monitoring and reporting system. Manage training process to enhance capacity building on monitoring and reporting. Guide the implementing bodies in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission; Establish and maintain partnerships to strengthen and facilitate the provision of job opportunities. The effective management of the directorate- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintain of discipline; Manage performance and development; Establish, implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and report on progress as required; Serve on transverse task teams as required; Quality control of work delivered by employees; Monitor the budget and expenditures on revenue and debt management directorate.

**ENQUIRIES:** Ms CJ Abrahams, Tel No: (012) 406 3080

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-53@dpw.gov.za](mailto:Recruitment23-53@dpw.gov.za)

**DIRECTOR: ACQUISITION MANAGEMENT (GOOD AND SERVICES) REF NO: 2023/288**

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A B Degree (NQF7) in SCM/Procurement, Public Management or relevant equivalent qualification. 5 years middle/senior management experience in SCM. **KNOWLEDGE** of Public Finance Management Act, Public Service Regulations, National Treasury regulations, guidelines and directives (MTEF, ENE), preferential procurement policy, Government supply chain management framework, Government Budget systems and procedures, Government Financial Systems, Financial prescripts (GAAP and GRAP). **SKILLS:** Ability to conduct research and gathering of information, Ability to work on specific time-frames, Management skills, Decision making, Project management skills. 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. Able to establish and maintain personal networks. Ability to work independently.

**DUTIES:** Manage the development, review and maintenance of acquisition management policies, strategies and procedures:- Undertake researches on latest trends in the area of responsibility. Manage the development and implementation of effective and efficient procedures, strategies and policies in line with applicable prescripts. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Monitor and ensure compliance with applicable policies and procedures. Ensure the implementation of sound effective and efficient internal control system. Manage the execution of acquisition services:- Manage the compilation and approval of supply chain acquisition management plan. Oversee the bidding process. Oversee the execution of the acquisition management plan. Manage the utilisation 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 contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Monitor and review the acquisition management activities. Manage the establishment and functioning of the bid specification, bid evaluation and bid adjudication committees:- Ensure nomination and approval of bid committee members. Oversee the proper functioning of the committees. Ensure provision of secretariat services to bid committees. Report on the performance of the committees. Manage the Directorate:- 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 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.

**ENQUIRIES:** Mr R Naidoo Tel No: (012) 406 1191

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-54@dpw.gov.za](mailto:Recruitment23-54@dpw.gov.za)

**DIRECTOR: AFRICAN CO-OPERATION REF NO: 2023/289**

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A B Degree (NQF 7) in Public Administration/ Public Management or any other relevant field. 5 years relevant MMS/SMS experience. **KNOWLEDGE** of Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the management of foreign relations, 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, Fundamental economics, Structure and functioning of the Department, Linkages with government clusters, Departmental standards and regulations. **SKILLS:** Strategic management processes, communication (verbal and written); financial administration; computer literacy; advanced interpersonal and diplomacy skills; general office management and organisational skills; project management; motivational skills; 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. Able to establish and maintain personal networks. Ability to work independently.

**DUTIES:** Manage the development and review of policies, strategies and frameworks to support the international relations focusing on African partnerships:- Conduct research on relevant legislations and framework. Participate in optional analysis processes for the department's participation in the African boundary. Manage information collection processes for the development of African Cooperation business plans, policies and guidelines. Ensure formulation or review of policies and guidelines based on related best practices and prescripts. Manage the development, implementation and maintenance of operational plans and programmes. Manage strategic development processes for the department's participation in the African boundary. Ensure the articulation of strategic goals and objectives into operational and support plans and programmes. Ensure that the policies, guidelines and standards are aligned to the Department's strategic objective. Ensure that all policies and guidelines are communicated to all relevant stakeholders and interested parties. Monitor and ensure compliance to relevant legislative prescripts and policies within area of responsibility. Manage the planning of department's participation and provide feedbacks on international engagements in Multi and Bilateral issues:- Provide strategic processes and plans on the department's participation in Multi and Bilateral issues. Facilitate and participate in international Multi and Bilateral discussion forums and conferences. Develop and implement intervention and problem solving mechanism on multi and bilateral related issues. Undertake a continuous review, monitoring and evaluation of the department's participation in multi and bilateral processes; Collate and present progress reports on participation in African Cooperation. Establish and maintain effective global stakeholder relations:- Establish and maintain international and local networks and cordial relations with foreign and special projects stakeholders. Develop and maintain an effective communications strategy with all stakeholders on the development department's global participation. Ensure effective distribution of information to interested stakeholders. Support the department on international information sharing initiatives. Manage the Directorate:- 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 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.

**ENQUIRIES:** Mr A Mthombeni, Tel No: (012) 406 1100

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment23-55@dpw.gov.za](mailto:Recruitment23-55@dpw.gov.za)