

DIRECTOR: FRAUD AWARENESS AND INVESTIGATIONS (3 YEARS CONTRACT)

Internal Audit and Investigation Services

Salary: All-inclusive salary package R 810 642.00 per annum Centre: Head Office (Pretoria) - Ref No: 2012/66

Requirements: A B-degree or National Diploma in Auditing, Accounting, Economics, or Business Management coupled with Law/Criminology/Forensic Auditing • CFE certification will be an added advantage • Extensive experience in Fraud and Investigations, and management experience • Knowledge of PFMA, Treasury Regulations and other applicable legal framework • Excellent interviewing and communications skills • Good report writing skills • Strong understanding of fraud and corruption, ethical values, behaviour and good governance.

Duties: Develop and implement departmental anti-corruption strategies which are aligned to the National Anti-corruption Strategy • Manage the investigation of all reported allegations of fraud and corruption • Provide support on disciplinary actions against officials who conduct themselves improperly and unlawfully • Provide support on criminal proceedings and civil action against employees or external parties involved in any form of criminal activity and recover the financial loss • Identify and monitor the fraud risks and advise management accordingly • Maintain a sound record of all allegations and provide regular progress to Management and Audit and Risk Management Committee • Develop, implement and monitor the fraud and corruption awareness programmes • Resource management both financial and human.

Enquiries: Ms T.F. Tukisi, Tel: (012) 406 1334.

DIRECTOR: EPWP PROGRAMME MANAGER

COMPONENT: EPWP

Salary: All inclusive salary package of R719 613.00 per annum. (Total package to be structured in accordance with the rules of the senior Management service) Centre: Kimberly Regional Office - Ref No: 2012/67

Requirements: Appropriate Degree or relevant tertiary qualification in development studies, economics, social science, commerce, project management, relevant public sector, or the built environment, together with relevant work experience. Relevant post-graduate qualification will be an added advantage. Work experience relating to programme, financial, people management and stakeholder management and coordination, especially in cross cutting programmes or spheres. **Knowledge:** Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction, Stakeholder Management; Monitoring and Evaluation methods, Communication, the Public Financial Management Act and Government prescripts. **Skills:** 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. Valid Drivers License.

Duties: Manage the EPWP Regional office. Promote, establish and maintain relevant EPWP provincial and municipal structures and committees to ensure that EPWP work opportunities targets are reached. Have a technical understanding of all EPWP sector programmes and cross-cutting programmes such as enterprise development and training. Impart technical knowledge to all participating public bodies. Ensure effective monitoring and reporting against EPWP targets and objectives on a quarterly basis. Liaise effectively with the Provincial Coordinating Departments and ensure streamlined implementation of the EPWP. Ensure that the programme is effectively communicated. Oversee the conclusion and implementation of all Sectoral incentive agreements. Provide strategic insight into expansion opportunities. Provide regular reports on progress within the province to Head Office. Identify best practice within the province and municipality, with the view of replication.

Enquiries: Ms C.J. Abrahams, Tel (012) 337 2302.

SCIENTIFIC TECHNICIAN: WATER CARE SCIENCE: GRADE A, B OR C

Salary: R194 039.00 - R209 028.00. OSD Salary package per annum

Centre: Head Office. Ref No: 2012/68A, Cape Town Regional Office. Ref No: 2012/68B

Requirements: National Diploma in Water Care / Analytical Chemistry or equivalent qualification. A valid Code B drivers License and Registration with SACNASP as a Certified Natural Scientist.

Three years minimum post qualification experience demonstrating a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic analytical equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of sewage and drinking water purification processes, design and operational procedures. Knowledge of the Water Act and Water Service Act, knowledge of the Environmental Conservation Act and the National Environmental Management Act.

Duties: Scheduled inspections on monthly, quarterly and six monthly Basis. Sampling of sewage and drinking water purification plants, final effluent and plant components as necessary, Operator training as necessary. Assessment of sewage and drinking water plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, analysis of final effluent from sewage and drinking water purification plants, report writing compliance/non compliance of plants, liaison with Chief Industrial Technician (Analytical Services) on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of final sewage effluent and drinking water reports. Quality assessment and recommendations on improvement of water quality.

Enquiries: Mr. TM Moloi, Tel No (012) 406 2099.

SENIOR ADMINISTRATIVE OFFICER: PROJECT BUDGET ADMINISTRATION AND NORMS

COMPONENT: KEY ACCOUNT MANAGEMENT

Salary: R198 975. Centre: Johannesburg Regional Office (KAM) - (Ref: 2012/69)

Requirements: A National Diploma or recognised tertiary qualification (NQF 6) or equivalent in Project Budget Or finance administration • Appropriate relevant experience within the Project budget and built environment background • Knowledge and ability to operate the Works Control System (WCS) • Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills • Possess analytical and problem-solving skills • Have an understanding of the various facets of the built environment • Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook) • Valid drivers licence.

Duties: Compile authorisation documents and update the Works Control System (WCS) • Compile submissions regarding approval of funds/additional funds to Client Departments • Advise project managers of approved funds • Assist with monitoring of the Implementation programmes for forced tender dates, correct cash flow projections and expenditure. Report shortages or surplus of funds to ASD: PBA • Provide regular feedback on the integrity of data on WCS to ASD: PBA • Arrange monthly Programme Management meetings with all relevant Regional Office stakeholders. Assist with capturing of information on WCS and the Programme Management Schedules • Assist ASD with the consolidation of monthly expenditure reports for the Administration budget for KAM • Assist with the addressing of audit queries and requests.

The post will require official travelling and the successful candidate must be willing and able to journey as and when required.

Enquiries: Ms. Pontsho L. Makinta : 011 713 6038.

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and persons, whose appointment will promote representativity, will receive preference. An indication by applicants in this regard will facilitate the processing of applications. If no suitable applicants from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. 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 your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted. Note It will be expected of the SMS candidates to undergo competency assessment and sign a performance agreement.

All Pretoria Head Office Applications, quoting the relevant reference number must be forwarded to The Director-General, Private Bag X 65, Pretoria, 0001 or hand deliver at Central Government Offices, Cnr Vermeulen and Bosman str. **Attention:** Ms M Masubelele. All Johannesburg Regional Office applications: Regional Manager, Private Bag X3, Braamfontein, 2017. **Attention:** Ms T Ncoko.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Closing date: 01 October 2012.

People with disabilities are encouraged to apply.

