

REGIONAL MANAGER: DURBAN REGIONAL OFFICE (REGIONAL HEAD), CHIEF DIRECTOR LEVEL CHIEF OPERATING OFFICER REGIONAL OFFICE (DURBAN)

Salary: All-inclusive salary package of R872 214 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2012/70)

Requirements: • A 3-year tertiary qualification in the Property and Built Environment disciplines, or Management, Behavioural Science or Law • Extensive experience in Property and the Built Environment • Knowledge of: * Property Management * Construction Management * Financial Management * Client/Customer Relations * Intergovernmental Relations * People Management • Skills in: * Budgeting * Presentation * Policy Analysis and Development * Negotiations * Communication * Management in general.

Duties: • Take responsibility for the overall management of the Durban 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 procurement complies with PFMA and PPPFA, implementation of the PFMA and other relevant legislation and that client needs are met within budget constraints • Ensure sound and effective financial management of the Region • Develop, review and implement the Regions Business Plan in line with the strategic plan • Ensure implementation of the Department's 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.

Note: It will be expected of the candidate to sign a performance agreement and be subjected to security clearance

Enquiries: Mr M Gwazube, tel. (012) 406-2164

DIRECTOR: EPWP ENVIRONMENT AND CULTURE SECTOR HEAD OFFICE (PRETORIA)

Salary: All-inclusive salary package of R719 613 per annum (Level 13) (Ref. 2012/71)

Requirements: • Degree in Environmental, Agricultural and/or related studies • Postgraduate qualification will be an added advantage • Appropriate relevant experience in Middle Management (+3 years as a Deputy Director/equivalent level) • Knowledge of Government's Development Agenda, Government Anti-Poverty Programmes • Good analytical, innovative, problem-solving and interpersonal relation skills • Knowledge of financial management, contract management and administrative procedures • Leadership skills • Experience in people management, conflict management and empowerment • Good research, policy/guidelines development, strong strategic planning, writing skills • Basic knowledge of monitoring and evaluation • Good programme/project management skills • Extensive experience in the Expanded Public Works Programme with specific reference to the Environment and Culture Sector • Strong understanding of Environment and Culture sector-related policies and legislation • Facilitation skills • Good communication skills Stakeholder management skills • Ability to communicate at strategic level and work under pressure/long hours • Valid driver's licence.

Duties: • Support the lead sector department in the coordination of the EPWP: Environment and Culture as mandated • Develop policies and guidelines for the sector • Provide implementation support to public bodies implementing sector-related programmes at national, provincial and local levels • Monitor and ensure achievement of sectoral targets • Facilitate the development of incentive models and development of the incentive framework documentation, and provide support for the uptake of the incentive • Facilitate and commission research of new expansion areas and monitor impact of sectoral programmes • Profile best practices • Compile and submit reports to various structures • Mobilise funding for new areas of expansion • Manage the provision of technical support to the sector • Design and manage strategies to assist the sector in meeting its set targets • Manage contractual agreements of programmes.

Enquiries: Ms K Sethibelo, tel. (012) 337-2450

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT HEAD OFFICE

Salary: R236 532 per annum (Ref. 2012/72)

Requirements: • 3-year tertiary qualification • Appropriate experience in HR or Organisational Development • Knowledge of the Public Service Act, Public Service Regulations, LRA, BCEA, EEA, JE directives, etc • Experience in job evaluation and organisational design • Experience in conducting advanced OD investigations • Knowledge of business processes management • Good communication and writing skills • Analytical and presentation skills • Leadership and management skills • Knowledge of Equate System.

Duties: • Conduct advanced work study investigations with regard to efficiency and effectiveness of work procedures, methods, systems, job designs, work flow analysis and report on findings • Develop, review and advise on job descriptions and specifications • Conduct job evaluation in the Department • Coordinate, facilitate and monitor the implementation of job evaluation • Render an advisory and liaison service to internal and external clients on organisation development matters • Manage subordinates.

Enquiries: Mr R Mahlatje, tel. (012) 406-1289

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity 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.

Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. 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. No faxed or e-mailed applications will be accepted.

Applications must be forwarded to the Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand delivered at Central Government Building, corner Madiba (Vermeulen) and Bosman Streets, Pretoria, for attention: Ms M Masubelele (quoting the relevant reference number).

Closing date:
15 October 2012



public works
Department:
Public Works
REPUBLIC OF SOUTH AFRICA

