

**ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT (2 POSTS)**

**COMPONENT: HUMAN RESOURCE DEVELOPMENT**  
Salary: R192 540 per annum (Ref. 2010/199)

**HEAD OFFICE**

**Requirements:** ● An appropriate, recognised Bachelor's degree or an equivalent qualification, preferably in Behavioural Science or Industrial Psychology, and relevant experience in performance management and development ● Excellent communication skills (written and verbal) ● Analytical thinking ● Interpersonal skills ● Conflict resolution skills ● A high level of computer literacy, specifically in MS Excel, Word and PowerPoint ● The ability to perform independently and under pressure ● Knowledge of the Skills Development Act and other related legislation, as well as of data analysis techniques, will be an added advantage.

**Duties:** ● Manage the Performance Management System for staff on salary levels 1-12. SMS Members and HODs for specific identified Regional Offices and Head Office components in the Department ● Provide support and advice, including training, to the identified Regional Office/line functions on the administration/application of the above-mentioned systems in general, and particularly during workplan development, progress reviews, annual appraisals and processing of performance bonuses ● Analyse trends on Performance Management, including data/statistics on gender, race, disability, salary levels, etc ● Provide secretarial support to the Department Moderating Committees ● Provide administrative support to the Head of the Sub-directorate.

**Enquiries:** Mr W Roos, tel. (012) 337-2897.

**DEPUTY DIRECTOR: STATUTORY COMPLIANCE: ELECTRICAL ENGINEERING**  
**COMPONENT: OPERATIONS: STATUTORY COMPLIANCE**

Salary: All-inclusive salary package of R378 456 per annum (Ref. 2010/200)

**HEAD OFFICE**

**Requirements:** ● A three-year tertiary qualification in Electrical Engineering and appropriate, relevant experience in the building industry ● Recommendations: He/she must have a Government Certificate of competency in Electrical Engineering and appropriate experience in the profession, covering the design and supervision of electrical installations in buildings and electrical distribution systems. He/she must be able to communicate (verbally and in writing) at all levels ● Excellent interpersonal (teamwork) and negotiation skills ● Computer literacy ● Extensive knowledge of the Occupational Health and Safety Act 1993 (Act 85 of 1993), the National Building Regulations and Standards Act, Electrical Regulations as well as other related acts ● Appropriate experience in middle management in the Public Service or the private sector as it relates to financial control, training of staff, planning and organising ● A valid Code 08 driver's licence and willingness to travel extensively ● Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000 (Act 46 of 2000) as a Professional Registered Engineer and Safety Management "SAMTRAC" qualification will serve as an added advantage.

**Duties:** ● Regularly visit regional offices to evaluate electrical installations ● Ensure that all safety policies and requirements of the Occupational Health and Safety Act of 1993 (Act 85 of 1993) and Electrical Regulations, as well as the National Building Regulations and Standards Act, are adhered to ● Gather information, evaluate and advise all parties involved on the requirements regarding electrical and electronic installations and electrical reticulation installations and lifts ● Facilitate the updating of all standard specifications for electrical equipment and installations to ensure that they comply with the latest requirements of the Occupational Health and Safety Act and electrical regulations ● Manage the database of safety records of all electrical equipment for the entire Department ● Be involved in the development of policy for the implementation of the requirements of the Occupational Health and Safety Act ● Monitor the implementation of the requirements of the acts and policies by the various parties involved ● Facilitate training of Safety Officers and safety representatives and provide guidance on statutory matters ● Monitor the workings of all Safety Committees and the incidents that are being dealt with, as required by the OHS Act ● Co-ordinate quarterly reporting of regional managers to the DG with regard to the OHS Act ● Ensure that all State and leased buildings have valid Certificates of Compliance and are being issued by an accredited person ● Ensure that all substations and lifts are properly maintained.

**Enquiries:** Ms G Komane, tel. (012) 337-2156/3417.

**DEPUTY DIRECTOR: STATUTORY COMPLIANCE (CIVIL ENGINEERING, BUILDING AND ENVIRONMENTAL MANAGEMENT)**

**COMPONENT: OPERATIONS: STATUTORY COMPLIANCE**

Salary: All-inclusive salary package of R378 456 per annum (Ref. 2010/201)

**HEAD OFFICE**

**Requirements:** ● A three-year tertiary qualification in Civil, Building or any built environment qualification and appropriate relevant experience in the building industry and/or OHS Act ● Recommendation: He/she must have appropriate experience in the profession covering design and supervision of most of the following disciplines: Water/sewer treatment plants, construction safety management and building structures, including facilities for people with disabilities (access to buildings) and Geotechnical Engineering (including dolomite) ● Experience in the implementation of the requirements of, inter alia, the Occupational Health and Safety Act, National Building Regulations and Standards Act, the Water Acts and the Environmental Management Act ● The ability to communicate (verbally and in writing) at all levels ● Excellent interpersonal (teamwork) and negotiation skills ● Computer literacy ● Extensive knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the National Building Regulations and Standards Act, the Water Acts and Environmental Management Act as well as other related acts ● Appropriate experience in Environmental Risk Assessment and Management ● Appropriate experience in middle management in the Public Service or the Private sector as it relates to financial control, training of staff, planning and organising ● A valid Code 08 driver's licence and willingness to travel extensively ● Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Professions Act, 2000 (Act 46 of 2000) as a Professional Registered Engineer and Safety Management "SAMTRAC" qualification will serve as an added advantage.

**Duties:** ● Regularly visit regional offices to evaluate Civil/Structural Engineering projects/environmental issue proposals to ensure that all safety policies and requirements of the Occupational Health and Safety Act of 1993 (Act 85 of 1993) and Regulations, as well as the National Building Regulations and Standards Act, are adhered to ● Be responsible for the Sub-section: Civil Engineering, Building and Environmental Management, which will include compiling, management, implementation and monitoring of policies regarding safety and compliance with the relevant acts and regulations in the civil/structural engineering, environmental management and building industries ● Facilitate the registration of all water and waste treatment plants and other civil installations ● Give guidance and training at the regional offices to all involved in statutory requirements in the building industry and monitor compliance ● Be involved in the development of policy for the implementation of the requirements of the Occupational Health and Safety Act ● Monitor the implementation of the requirements of the acts by various parties involved ● Monitor compliance on construction sites/projects ● Facilitate the training of Safety Officers and safety representatives and provide guidance on statutory matters ● Monitor the workings of all Safety Committees and the incidents that are being dealt with, as required by the OHS Act ● Co-ordinate quarterly reporting of regional managers to the DG with regard to the OHS Act.

**Enquiries:** Ms G Komane, tel. (012) 337-2156/3417.

**ASSISTANT DIRECTOR: ACQUISITIONS**

**COMPONENT: PROPERTY MANAGEMENT**

Salary: R192 540 per annum (Ref. 2010/202)

**JOHANNESBURG REGIONAL OFFICE**

**Requirements:** ● Tertiary qualifications in the property or built environment field, with relevant experience ● Knowledge of procurement policies and directives ● Knowledge of Public Financial Management Act (PFMA) ● Knowledge of contract administration, property trends and financial administration ● Computer literacy ● Analytical thinking ● Good communication skills ● A driver's licence.

**Duties:** ● Establish the availability of funds for client departments ● Inspect and select suitable accommodation according to the requirements of the client departments ● Reconcile and update the PMIS with BAS systems ● Compile monthly reports on procedure and lease accommodation ● Administer lease portfolios and lease agreements ● Present submissions related to leasing to bid committees ● Conduct monthly reports on meetings ● Support the financial administrative processes of the section ● Negotiate and manage the renewal of leased accommodations.

**Enquiries:** Mr TP Moloi, tel. (011) 713-6184.

**ASSISTANT DIRECTOR: UTILISATION AND CONTRACTS ADMINISTRATION**

Salary: R192 540 per annum

- BLOEMFONTEIN REGIONAL OFFICE (REF. 2010/203 A) ● PRETORIA REGIONAL OFFICE (REF. 2010/203 B) ● JOHANNESBURG REGIONAL OFFICE (REF. 2010/203 C)

**Requirements:** ● Relevant three-year tertiary qualification or equivalent qualifications plus appropriate experience in property management ● Knowledge of fixed asset management ● Knowledge of the Public Financial Management Act ● Experience in budget administration and financial analysis ● Computer literacy ● Analytical thinking ● A high level of written and verbal communication skills ● Good interpersonal skills ● A valid driver's licence.

**Duties:** ● Manage and ensure that a reliable property information systems and assets register exists, through information provided by all units involved in property transactions ● Ensure that property management information systems reflect all relevant property-related information ● Keep track of development with regards to property management trends ● Communicate with Provincial Government in maintaining the national fixed asset register ● Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time ● Prepare reports to top management and all stakeholders ● Comply with the requirements of the PFMA.

**Enquiries:** Bloemfontein: Mr L Henney, tel. (051) 400-8771

Pretoria: Mr B Sechaba, tel. (012) 310-5940

Johannesburg: Mr H Nkosi, tel. (011) 713-6010

**ASSISTANT DIRECTOR: PROPERTY PAYMENTS**

Salary: R192 540 per annum

- POLOKWANE REGIONAL OFFICE (REF. 2010/204 A) ● MMABATHO REGIONAL OFFICE (REF. 2010/204 B)

**Requirements:** ● An appropriate Bachelor's degree/National Diploma or relevant qualifications, preferably in Finance and Accounting ● A valid driver's licence ● Computer literacy in MS Word and Excel ● Knowledge of PMIS and BAS will be an added advantage ● Appropriate experience in the property industry/financial management environment ● Report-writing and good communication skills ● Organising and problem-solving abilities ● Good communication skills (verbal and written) ● Good financial, interpersonal, analytical and budgeting skills ● The ability to manage stakeholders (ie municipalities, client departments and private individuals) ● The ability to work under pressure.

**Duties:** ● Be responsible for property expenditure through payment of rates and taxes, municipal services and any other property-related expenditure ● Implement long-term water and energy efficiency strategies ● Assist in the compilation of the Sub-directorate's budget ● Ensure a sound property expenditure management system, including minimisation of accounts payable to avoid fruitless, irregular and unauthorised expenditure ● Ensure that an accurate asset register is in place and regularly maintained for use in processing expenditure for all State-owned properties ● Implement strategies to ensure compliance with all legislation and regulations, as required by the Auditor-General ● Supervise staff and manage their performance according to the PMDS.

**Enquiries:** Mr Y Siweya, tel. (015) 291-6415

Ms I Mahlaule, tel. (018) 384-9331 ext 2219

**ASSISTANT DIRECTOR: KEY ACCOUNT MANAGEMENT (SAPS)**

Salary: R192 540 per annum (Ref. 2010/205)

**PRETORIA REGIONAL OFFICE**

**Requirements:** ● A recognised tertiary qualification in the built environment (eg Architecture, Quantity Surveying, Town Planning or Engineering), Management Science, Commerce, Marketing and/or Communication ● Appropriate experience in the property industry ● A valid driver's licence ● Computer literacy, especially in working with spreadsheets ● Report-writing skills ● A service-orientated, proactive and team-orientated person ● A strong marketing background ● Excellent negotiation, communication and analytical skills ● Knowledge of customer relations, marketing and research, key accounts management, performance management, service level control and monitoring, project management, as well as commodity and sector forecasting ● Knowledge of market plan development and monitoring of market trends, as well as marketing management and research ● Sound budgeting and financial management skills ● An understanding of the PFMA and other relevant Government regulations ● The willingness to travel.

**Duties:** The primary purpose of this position is to support the Property Managers and Project Managers by being a contact person between the Department of Public Works and assigned client departments. The successful candidate will: ● Provide input into the compilation, operation and execution of annual business plans for the Directorate ● Render assistance to assigned client departments by appropriately formulating accommodation requirements and budgets and formulating their Asset Plans ● Consolidate reports to clients ● Ensure compliance with the PFMA ● Provide inputs towards the compilation of annual building programmes per assigned client departments for capital works and planned maintenance projects ● Provide inputs into the annual budget for unplanned maintenance.

**Enquiries:** Ms E Van Deventer, tel. (012) 310-5050.

**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 a person whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV and certified copies of qualifications and Identity Document. Applications not complying with the above will be disqualified. Please specify your reference number in your application according to your preferred region.

**NB:** No faxed or e-mailed applications will be accepted.

**Note:** It will be the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. **Recognition of prior learning will only be considered upon submission of proof by candidates. Kindly note that your appointment is subject to verification of qualifications and a security clearance. Applications must reach us by no later than 16:00. Applications received after the closing date will not be considered. Applications, quoting the reference number, must be sent as follows:**

**Applications for all Head Office posts:**

The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand-deliver at the Public Works House Building, corner Bosman and Church Streets, Pretoria, for the attention of Ms M Masubelele.

**Applications for all Pretoria Regional Office posts:** The Regional Manager, Department of Public Works, Private Bag X229, Pretoria 0001 or hand-deliver at the AVN Building, 251 Skinner Street, cnr Andries and Skinner Streets, Pretoria, for the attention of Ms A Mafa.

**Applications for all Johannesburg Regional Office posts:** The Regional Manager, National Department of Public Works, Private Bag X3, Braamfontein 2017, for the attention of Mr COM Nxumalo.

**Applications for all Polokwane Regional Office posts:** The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane 0700 or hand-deliver on the 1st Floor, Old Mutual Building, 78 Hans van Rensburg Street, Polokwane, for the attention of Mr J Khotsa.

**Applications for all Bloemfontein Regional Office posts:** The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein 9300, for the attention of Mr T Mofokeng.

**Applications for all Mmabatho regional office posts:** The Regional Manager, Department of Public Works, Private Bag X120, Mafikeng 2735, for the attention of Mr T Oagile.

**Closing date:** 10 September 2010.  
People with disabilities are encouraged to apply.



**public works**

Department of Public Works  
REPUBLIC OF SOUTH AFRICA

