

DIRECTOR: PROJECT MANAGEMENT SUPPORT

• **SALARY:** All inclusive salary package of R 685,200 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service) • **CENTRE:** Head Office (Pretoria) • **REF NO.:** 2011/579

REQUIREMENTS: • A tertiary qualification in the Built environment with extensive relevant experience in the project management field • All candidates are welcome to apply however candidates registered as a Professional Construction Project Manager with SACPCM will serve as an advantage.

DUTIES: • Provide strategic advice on project management to the Deputy Director-General: Projects and Chief Director: Professional Services • Plan, manage and oversee projects performed by the Department for Client Departments • Provide strategic inputs for prioritisation of projects executed at regional offices • Ensure effective implementation of projects performed by the Department • Monitor and evaluate implemented projects • Provide contract management and advice/training to regional offices • Manage the implementation of the Service Delivery Improvement Programme • Maintain and administer project management guidelines as well as project documentation • Maintain sound relations with Client Departments • Provide updated reports on the management of projects across all regional offices.

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

ENQUIRIES: Mr O. Molotsi, tel. (012) 337 7446.

CHIEF ARCHITECT GRADE A (2 Posts)

• **SALARY:** All inclusive OSD salary package of R 469,737 to R 537,093 per annum
• **CENTRE:** Head Office (Pretoria) • **REF NO.:** 2011/580

REQUIREMENTS: • A B. or B.Tech degree in Architecture • Six years relevant post-qualification experience in the Architectural field • Professional registration with the South African Council for the Architectural Profession as a Professional Architect • Good understanding of all relevant legislation, construction industry contracts and project management • Strong planning and analytical skills • A valid driver's licence • Technical and innovative problem solving abilities • Computer literacy, including CAD • Good human relations • Communication (verbal and written) and interpersonal skills • Coaching and mentorship experience.

DUTIES: • Provide architectural advice and support to Project Managers and Clients • Advise on the suitability of Architects for appointment to specific projects • Mentoring of young professionals • Provide technical support to Project Managers in evaluating the quality, effectiveness and/or efficiency of solutions offered by consultants • Consult with consultant teams • Inspect buildings in the process of construction • Ensure that the required standards are being applied in the building process and report on such inspections • Ensure that legal and environmental requirements are adhered to during the execution of projects • Inspect existing buildings to ensure that State property is sensibly utilised • Carry out the design, documentation and contract administration of building projects • Provide administrative and planning support to the Directorate.

ENQUIRIES: Mr P. Crafford, tel. (012) 337 2420.

PERSONAL ASSISTANT: DEPUTY DIRECTOR-GENERAL

INNER CITY REGENERATION PROGRAMME (ICRP)

• **SALARY:** R 406,839 per annum • **CENTRE:** Head Office (Pretoria) • **REF NO.:** 2011/581

REQUIREMENTS: • An appropriate degree/diploma in Social Sciences, Administration and/or a Financial field • Appropriate management experience • Strong administrative skills • Excellent communication (verbal and written) skills • Strong report writing skills • Knowledge and understanding of the programmes administered by the Branch • Excellent practical hands-on skills and knowledge of MS Office software (Word, Excel and PowerPoint) • Ability to liaise at all levels in a professional and confident manner • Networking skills.

DUTIES: • Interface with the Ministry, the Director-General, Senior Management and private organisations (local and international) • Co-ordinate high level meetings with regard to logistics, transport arrangements and take charge of invitations and RSVPs for functions, etc • Act as a formal channel of communication between the Office of the Deputy Director-General: ICRP and other Departments • Compile briefing notes as well as other documentation to adequately prepare the Deputy Director-General: ICRP for such meetings • Contribute to the development and promotion of the programmes under the jurisdiction of the Deputy Director-General: ICRP • Undertake research and inform the Deputy Director-General: ICRP of such outcomes in strengthening the position of the Branch within the wider context of its mandate • Actively participate in co-ordinating all standard reports within set deadlines for transmission to Senior Management • Consolidate all Chief Directors' reports to produce a monthly Branch report • Manage (respond, distribute and follow-up) correspondence to and from the office of the Deputy Director-General: ICRP.

ENQUIRIES: Mr S.C. Zaba, tel. (012) 337 2531 / 2238.

ASSISTANT DIRECTOR: INTERIOR DECORATOR

OFFICE OF THE DEPUTY DIRECTOR-GENERAL: PROJECTS

(12 months contract; extendable to 24 months)

• **SALARY:** R 206,982 per annum • **CENTRE:** Head Office (Pretoria) • **REF NO.:** 2011/582

REQUIREMENTS: • A National diploma in Interior Design and/or an equivalent qualification • Practical relevant experience at a recognised firm within the interior decorating industry • Photographic portfolio of completed work • A valid driver's licence • Advanced knowledge of PAS as well as Government tender and quotation regulations.

DUTIES: • Define and implement DPW interior portfolio expansions and requirements • Design scheme presentations, site inspections, sample boards and plans • Extensive Client liaison • Project planning and management • Establish the type of professional services required for a particular project • Ensure that projects are delivered within parameters of time, cost and quality as well as implement socio-economic objectives of the Department • Compile and check tender documents • Supervise contractors and cash flow forecasts • Process Contractor payments and professional fee claims as well as prepare monthly reports • Facilitate and check final accounts • Maintain administrative and human resource co-ordination in support of purchasing and target date delivery • Ensure applicable quality control in both specification and service delivery • Ensure that components are up-to-date with the latest market-related information and developments • Day-to-day co-ordination of portfolio maintenance plans.

ENQUIRIES: Mr S.C. Zaba, tel. (012) 337 2531 / 2238.

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 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. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within two months after the closing date, 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 all appointments are subject to verification of qualifications and security clearances. **NOTE:** Faxed or e-mailed applications will NOT be accepted.

Applications, quoting the relevant reference number must be sent to: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-delivered at Public Works House Building, Corner Bosman and Church Streets, Pretoria. Attention: Ms M. Masubelele.

People with disabilities are encouraged to apply



CLOSING DATE: 12 AUGUST 2011.

