

**CHIEF DIRECTOR: KEY ACCOUNTS MANAGEMENT**

**Salary: All-inclusive salary package of R934 866 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2013/30)**

**Head Office (Pretoria)**

**Requirements:** • Appropriate Bachelor's degree with extensive appropriate years of experience in Senior Management, experience in strategic accounts management • Excellent interpersonal, communication and analytical skills • Ability and willingness to work under pressure • Strong leadership skills coupled with organisational abilities to lead a multidisciplinary team • Proven extensive experience in programme, project and property management • Good computer skills • Excellent financial/budgetary skills • Demonstrate highest proficiency levels in client orientation and customer focus • Being a client-driven department, the position requires an individual who demonstrates a clear awareness and knowledge of all 51 user departments' business and accommodation infrastructure needs.

**Duties:** The incumbent will assume the responsibility for providing a coordinated key account management strategy to meet user departments' accommodation requirements throughout the stages of the property lifecycle. He/she will be responsible for key account management functions within the Department with the following key result areas: • Encourage timely submission of user Asset Management Plans (UAMPs) by Clients (ie User Departments, Entities and Agencies) to National Treasury in alignment with GIAMA provisions • Facilitate training of Clients in UAMP compilation • Ensure conclusion of Service Level Agreements with Clients • Ensure regular interaction with stakeholders to stay abreast of key issues related to client accommodation infrastructure requirements • Ensure effective programme management of services and provision of regular reports to Clients • Identify bottlenecks in service delivery and introduce interventions • Ensure that regular client fora and engagements across the Client portfolios take place • Develop a Client Value Proposition for all 51 client departments • Effectively manage the Key Account Management Unit.

**Enquiries:** Mr M Mabuza, tel. (012) 406-1968

**CHIEF DIRECTOR: BORDER CONTROL OPERATIONAL COORDINATING COMMITTEE**

**Key Accounts Management**

**Salary: All-inclusive salary package of R934 866 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2013/31)**

**Head Office (Pretoria)**

**Requirements:** • Bachelor's/Honours degree or equivalent tertiary qualification in Financial/Property Management with extensive appropriate years of experience in senior management • Knowledge: • Property Management Framework Regulator • Works Control System (WCS) • Basic Accounting System (BAS) • Public Finance Management Act (PFMA) • Treasury Regulations • Financial management and administration • State budgetary systems • Business, accounting and financial systems • Skills: • Numeracy • Accounting • Organising • Interpersonal • Diplomacy • Facilitation • Ability to follow a proactive and creative problem-solving approach • Communication • Project management • Presentation • Research • Advanced computer literacy • Facilitation • Team leadership • Strategic planning • Influencing • Time management • Negotiation • Innovative • Creative • Trustworthy • Hardworking • Self-motivated • Ability to work under pressure • Analytical thinking.

**Duties:** • Manage the various activities of the BCOC Portfolios as it relates to planning, coordination and execution of capital projects, execution of custodial functions, coordination of leases for air and sea ports • Coordinate alignment of building programme with MTEF cycle • Ensure effective and timely administration of business processes on all BCOC initiatives • Continuously liaise, intervene and interact with role-players at Head Office and Regional Offices to ensure quick turnaround times • Facilitate implementation of all strategic initiatives on the BCOC Portfolio • Facilitate the provision of the required accommodation in the required time to BCOC stakeholders • Manage the budget of the BCOC Portfolio and motivate to National Treasury for Capital and Maintenance funding • Facilitate compilation, reviewing and updating of the UAMP for Land Ports of Entry • Effectively manage the implementation programmes for the BCOC • Critically analyse the Programme Management Schedules to intervene on project progress where required • Effectively manage expenditure and cash flows • Submit to National Treasury (Adjustments Estimates, MTEC) and DPW (PMBC) for funding of BCOC Projects • Manage relations between SA (DPW) and SADC countries as they relate to development to South Africa's Land Ports of Entry • Liaise and interact with CD/International Relations to coordinate meetings/engagements with SADC countries regarding potential developments of Land Ports of Entry • Liaise and interact with Private Sector with regard to funding for joint projects • Facilitate discussions with neighbouring countries on SOPs, legislation, etc as it affects the designs of projects • Initiate and facilitate development of policies, guidelines, procedures and systems relating to the provision and management of shared accommodation at Land Ports of Entry • Liaise and interact with the Policy unit to draft policies relating to accommodation at Land Ports of Entry • Compile, revise and update guideline documents for the development of small, medium and large commercial/non-commercial Land Ports of Entry • Review DPW business processes as they relate to the planning and execution of BCOC projects to ensure adequate turnaround times • Develop procedures and systems for the coordinated provision of shared accommodation for BCOC Government Departments • Manage the Chief Directorate administration and human resources • Manage budget and expenditure of the component efficiently • Compile budgetary reports for personnel and administration budget • Manage the administration, training and development of staff • Provide monthly and quarterly reports on branch performance issues • Ensure retention of skills, capacity and sustainability of staff of the component • Monitor an effective audit process • Ensure compliance with regulatory framework such as PFMA, Treasury Regulations, GIAMA and other applicable legislation • Resolve parliamentary and audit enquiries as they relate to the BCOC Portfolio • Comply with business processes, policies and procedures.

**Enquiries:** Mr M Mabuza, tel. (012) 406-1968

**DIRECTOR: KEY ACCOUNTS MANAGEMENT: JUSTICE AND COMMISSIONS**

**Salary: All-inclusive salary package of R771 306 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2013/32)**

**Head Office (Pretoria)**

**Requirements:** • Appropriate Bachelor's degree with extensive appropriate years of experience in Senior Management in the built environment • Strong strategic accounts management • Excellent interpersonal, communication and analytical skills • Ability and willingness to work under pressure • Strong leadership skills, coupled with organisational abilities to lead a multidisciplinary team • Proven extensive experience in programme, project and property management • Good computer skills • Excellent financial/budgetary skills • Demonstrate highest proficiency levels in client orientation and customer focus.

**Duties:** • Perform Key Account Management activities related to lifecycle management of immovable assets for the client portfolios assigned to the Directorate • Ensure that planning and procurement processes are initiated in consultation with the client department concerned • Provide regular feedback to client and top management through reports and scheduled client forum meetings • Ensure effective and efficient provision of inputs and assistance toward compilation of User Asset Management Plans (UAMP) by client departments • Ensure that these requirements are aligned to the MTEF cycle • Obtain the copy of the strategic accommodation infrastructure requirements to Asset Investment Management branch for inclusion in compilation of Custodian Asset Management Plans (CAMP) • Ensure client relationship management through the conclusion of Service Level Agreement and represent client interests across the value chain of the Department's operations • The position is one of a single point of co-ordination with both internal and external stakeholders on any accommodation needs or programme of the client portfolio. This covers capital works, leasing and planned maintenance programmes • Ensure slick management of resources related to the Directorate's operations and provision of inputs toward compilation of strategic plans, business plan, annual performance plans, risk management plans and procurement plans • Ensure compliance with regulatory framework such as PFMA, Treasury Regulations, GIAMA and other applicable legislation • Ensure timely responses to Parliamentary and audit enquiries as they relate to the client portfolio concerned • Comply with business processes, policies and procedures of the Department in delivering services to client departments.

**Enquiries:** Mr M Mabuza, tel. (012) 406-1968

**DIRECTOR: KEY ACCOUNTS MANAGEMENT: BORDER CONTROL OPERATING COORDINATING COMMITTEE**

**Salary: All-inclusive salary package of R771 306 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2013/33)**

**Head Office (Pretoria)**

**Requirements:** • Appropriate Bachelor's degree with extensive appropriate years of experience in Senior Management in the built environment • Strong strategic accounts management • Excellent interpersonal, communication and analytical skills • Ability and willingness to work under pressure • Strong leadership skills, coupled with organisational abilities to lead a multidisciplinary team • Proven extensive experience in programme, project and property management • Good computer skills • Excellent financial/budgetary skills • Demonstrate highest proficiency levels in client orientation and customer focus.

**Duties:** • Perform Key Account Management activities related to lifecycle management of immovable assets within the BCOC environment as National Key Security Points within the Republic of South Africa • Ensure that planning and procurement processes are initiated in consultation with the BCOC • Provide regular feedback to the relevant fora (BCOC, IACF and Executive Management of the Department) through reports and scheduled client forum meetings • Ensure effective and efficient provision of inputs and assistance toward compilation of a BCOC-specific User Asset Management Plans (UAMP) • Ensure that these requirements are aligned to the MTEF cycle • Obtain the copy of the strategic accommodation infrastructure requirements to Asset Investment Management branch for inclusion in compilation of Custodian Asset Management Plans (CAMP) • Ensure client relationship management through the conclusion of Service Level Agreement and represent client interests across the value chain of the Department's operations • The position is one of a single point of coordination with both internal and external stakeholders on any accommodation needs or programme of the client portfolio. This covers capital works, leasing and planned maintenance programmes • Ensure slick management of resources related to the Directorate's operations and provision of inputs toward compilation of strategic plans, business plan, annual performance plans, risk management plans and procurement plans • Ensure compliance with regulatory framework such as PFMA, Treasury Regulations, GIAMA and other applicable legislation • Ensure timely responses to Parliamentary and audit enquiries as they relate to the BCOC portfolio • Comply with business processes, policies and procedures of the Department in delivering services to the BCOC portfolio.

**Enquiries:** Mr M Mabuza, tel. (012) 406-1968

**DIRECTOR: KEY ACCOUNTS MANAGEMENT: CORRECTIONAL SERVICES & FINANCE CLUSTER**

**Salary: All-inclusive salary package of R771 306 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2013/34)**

**Head Office (Pretoria)**

**Requirements:** • Appropriate Bachelor's degree with extensive appropriate years of experience in Senior Management in the built environment • Strong strategic accounts management • Excellent interpersonal, communication and analytical skills • Ability and willingness to work under pressure • Strong leadership skills, coupled with organisational abilities to lead a multidisciplinary team • Proven extensive experience in programme, project and property management • Good computer skills • Excellent financial/budgetary skills • Demonstrate highest proficiency levels in client orientation and customer focus.

**Duties:** • Perform Key Account Management activities related to lifecycle management of immovable assets for the client portfolios assigned to the Directorate • Over and above this, ensure that planning and procurement processes are initiated in consultation with the client department concerned • Provide regular feedback to client and top management through reports and scheduled client forum meetings • Ensure effective and efficient provision of inputs and assistance toward compilation of User Asset Management Plans (UAMP) by client departments • Ensure that these requirements are aligned to the MTEF cycle • Obtain the copy of the strategic accommodation infrastructure requirements to Asset Investment Management branch for inclusion in compilation of Custodian Asset Management Plans (CAMP) • Ensure client relationship management through the conclusion of Service Level Agreement and represent client interests across the value chain of the Department's operations • The position is one of a single point of coordination with both internal and external stakeholders on any accommodation needs or programme of the client portfolio. This covers capital works, leasing and planned maintenance programmes • Ensure slick management of resources related to the Directorate's operations, provision of inputs toward compilation of strategic plans, business plan, annual performance plans, risk management plans and procurement plans • Ensure compliance with regulatory framework, such as PFMA, Treasury Regulations, GIAMA and other applicable legislation • Ensure timely responses to Parliamentary and audit enquiries as they relate to the client portfolio concerned • Comply with business processes, policies and procedures of the Department in delivering services to client departments.

**Enquiries:** Mr M Mabuza, tel. (012) 406-1968

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**

**Salary: All-inclusive salary package of R771 306 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2013/35)**

**Port Elizabeth Regional Office**

Please note that applications for the Port Elizabeth Regional Office must also be forwarded to the Head Office address given below.

**Requirements:** • Tertiary qualification in Accounting/Financial Management • Extensive appropriate years' experience in budget management • 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 • (PERSONAL, PMIS, WCS, LOGIS and BAS) will be an advantage • Financial prescripts (GAAP and GRAP) • Skills: • Planning and organising • Problem solving • Interpersonal and diplomacy • Ability to conduct research and gathering of information • Ability to work within specific timeframes • Report writing • Management • Numeric • Computer • Creative • Dedicated • Approachable • Hard-working • Trustworthy • Ability to communicate at all levels • Analytical thinking.

**Duties:** • Effectively apply sound financial management in accordance with PFMA and recognised accounting practices and policies • Analyse the Regional Office's financial and general operating environment • Identify financial trends and opportunities for business processes improvement • Contribute to the overall business objectives of the Regional Office • Ensure that sound internal controls and reporting systems are in place • Monitor adherence to all internal policies and practices • Effectively apply sound procurement practices in accordance with preferential procurement policy and Government supply chain management framework • Advise on the effective utilisation of financial resources • Monitor adherence to the Government supply chain management framework • Participate and monitor the process of procurement of services • Effectively manage the budget in the Region • Facilitate the compilation of training manuals on budget planning and control, manage the collection and collation of budget inputs for budget planning and control • Undertake detailed researches on matters pertaining to budget management • Analyse inputs related to Medium-Term Expenditure Framework • Assist with monitoring of fund transfers from National Treasury • Oversee allocation of budgets according to components and financial years • Undertake quarterly reviews on the management of budget allocated to components • Ensure that Regional expenditure is in accordance with its budget allocations • Compile detailed reports that will contribute to the compilation of Annual Financial Statements • Manage the office and human resources • Contribute to strategic positioning and overall management of the Office • Train and advice on the effective utilisation of financial resources • Manage, coach, develop, mentor and train personnel • Ensure effective staff supervision.

**Enquiries:** Mr J van der Walt, tel. (041) 408-2003

**Note:** It will be expected of the candidates to sign a performance agreement and be subjected to security clearance. 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 283, 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, quoting the relevant reference number, should be forwarded to Head Office: 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.

Closing date: 24 May 2013



**public works**

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

