

CHIEF DIRECTOR: INFORMATION SERVICES

●Salary: All inclusive salary package of R830,502 p.a. to be structured in accordance with the rules of the senior management service

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/01

REQUIREMENTS: ●A recognised Tertiary qualification in Computer Science and/or Information Technology ●Extensive experience in the Senior Management Service and in Information Services management ●Relevant management and/or supervisory experience ●Knowledge of the following: Information Technology policies and standards; GITO policies and objectives; Information Technology Infrastructure Management policies; Information Technology Audit and Governance; Computer systems analysis; Supply Chain Management Framework, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA); Programme and Project Management; Treasury and Public Service Regulations; and other relevant legislation ●Skills: management and decision making; strategic management; effective communication (verbal and written); conflict management; interpersonal relations; negotiation and influencing; analytical; problem identification and solving ●A valid driver's licence.

DUTIES: ●Provide management support on the development of effective ICT strategies and manage the implementation and maintenance thereof ●Co-ordinate all ICT functions in support of the Department's strategic objective ●Implement and maintain good Corporate Governance within the Department ●Effective management of the Information Services component.

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

ENQUIRIES: Mr L. Mochalibane, tel. (012) 406 1830.

DIRECTOR: COMPUTER AUDITS

●Salary: All inclusive salary package from R685,200 to R819,240 p.a. to be structured in accordance with the rules of the senior management service

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/02

REQUIREMENTS: ●A National diploma/degree in Accounting, Auditing, Information Systems and/or Computer Science (CISA qualification preferred) ●Appropriate auditing experience (Computer Auditing) at Management/Senior Management level ●Knowledge of budgeting processes, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations ●Experience in the use of CAATS and Teammate software ●Knowledge of COBIT, COSO, ITIL and the IT Governance framework ●Membership with the Institute of Internal Auditors/SAICA and compliance with the Standards of the Professional Practice of Internal Auditing and SAICA General Standards for Information Systems (Auditing) ●A valid driver's licence ●High-level report writing skills, with the ability to develop audit reports ●The ability to work on and manage multiple projects simultaneously ●Proven skills in leading and managing teams to achieve higher levels of efficiency ●The ability to work under pressure for extended periods of time.

DUTIES: ●Provide input and contribute to the development of three-year and annual Internal Audit plans ●Assist with IT risk assessments and facilitate management responses ●Schedule audits, determine the resources that are necessary and oversee the accomplishment of the approved audit plan ●Manage a broad range of computer audits, such as audits of the Systems Development Life Cycle, application security, network infrastructure, change control, project management, vendor selection and management regarding IT applications, business continuity planning as well as project recovery and physical and logical access ●Ensure that computer audits are conducted in accordance with the approved audit methodology and standards ●Ensure that computer audit resources are managed effectively and efficiently ●Lead and manage the internal audit team to ensure that audit projects are executed and performance targets are achieved ●Develop and continually assess the effectiveness of the overall audit strategy for computer audits relating to business risks, total coverage and critical needs, ensuring that the highest risk audits are completed on a timely basis ●Ensure the adequacy of audit scopes and testing performed, as well as the accuracy of conclusions reached ●Ensure quality review of all audits conducted ●Provide Management and other stakeholders with timely comprehensive audit reports that comply with prescribed standards ●Foster personnel development by providing effective and timely feedback, training, coaching and mentoring ●Build and maintain relationships with all stakeholders ●Identify opportunities and provide input through audit recommendations for the improvement of organisational efficiencies and performance ●Perform ad hoc assignments and promote and market computer audit services ●Conduct performance assessments of computer audit staff in terms of Departmental policies.

NOTE: It will be expected of the candidate to be subjected to a security clearance. The incumbent will direct and manage Computer Audit Assignments in the Department.

ENQUIRIES: Ms T. Tukisi, tel. (012) 406 1334.

CHIEF ARCHITECT (GRADE A)

●Salary: R532,464 - R608,814 p.a. (all inclusive package in accordance with OSD)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/05

REQUIREMENTS: ●A appropriate degree in Architecture ●Professional registration with the South African Council for the Architectural Profession (SACAP) as a Professional Architect with at least six (6) years relevant experience in the architectural field ●A valid Code B driver's licence ●Experience in conducting Real Estate Investment analyses/feasibility studies will serve as an advantage ●Knowledge of the following: Architectural design and analysis; Good understanding of legislation and operational compliance norms; Construction industry contracts; Architectural operational communication; and Process skills ●Maintenance skills and knowledge ●Computer-aided drawing applications ●Energy efficiency and its requirements and systems as it relates to architectural designs ●Research and development ●Technical consulting ●Programme and Project Management ●Financial management ●Knowledge of the real estate industry and asset management will serve as an advantage ●Strategic capability and leadership ●Problem solving and analysis ●Customer focus and responsiveness ●Excellent communication (verbal and written) skills ●Presentation skills ●Executive report writing skills ●Computer literacy in MS Office software (Word, Excel, PowerPoint and Project) ●People management in a team environment ●Planning and organising, leading and controlling ●Conflict management ●Negotiation skills ●Change management ●Well-developed financial and budgetary skills.

DUTIES: ●Review and evaluate existing and proposed built infrastructure, Consultants' designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrades and/or maintenance contracts as well as ensure compliance with Departmental requirements and legislation ●Assess standards of construction, operations, maintenance and records ●Understand user or client needs/ requirements and translate into options or accommodation solutions which may include development of conceptual designs, using airbrushing techniques and conceptualising client needs into built form ●Develop life cycle solutions for all immovable assets during compilation of UAMP's and CAMP's ●Provide technical hands-on specialised support and technical reports so as to inform feasibility studies of small, medium and mega projects, in the evaluation of the effectiveness and efficiency of existing and proposed architectural designs and built infrastructure ●Determine building grade, space fit out, space programming and space analysis in relation to client needs ●Determine the cost efficiency of projects and develop life cycle models and costs of different accommodation solutions and time implications in collaboration with a multi-disciplinary team ●Provide expert professional advice on the economic life of existing built infrastructure ●Provide specialised advice in optimising building performance and efficiency whilst integrating latest technology that includes energy efficiency best practices from an architectural perspective ●Visit building sites to assess and develop technical reports ●Manage the compilation of feasibility study reports within a multi-disciplinary team and according to given time frames which may be of small, medium or mega size and complexity as prescribed by National Treasury guidelines ●Develop tender documentation and manage the appointment of consultants ●Scrutinise and approve fee accounts of consultants ●Advise on the suitability of professional architects and/or registration on the Departmental roster of consultants.

ENQUIRIES: Mr V. Bedesi, tel. (012) 406 2047.

CHIEF TOWN PLANNER (GRADE A)

●Salary: R532,464 - R608,814 p.a. (all inclusive package in accordance with OSD)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/06

REQUIREMENTS: ●A degree in Town and Regional Planning ●Registration as a Professional Planner with the South African Council for Planners (SACPPLAN) with six (6) years relevant applied post-graduate experience in various facets of Town and Regional Planning ●A valid Code B driver's licence ●Experience in conducting Real Estate Investment analyses/feasibility studies will serve as an advantage ●Well-developed knowledge and understanding of the built environment ●Site clearance processes ●Site infrastructure intricacies ●Site viability appraisal skills ●Land use control measures ●Property-related legislation and environmental impact assessments ●Local Government and municipal policies ●Legal compliance requirements as it relates to the profession ●Geotechnical research ●Bulk infrastructure services examination ●Survey work ●Traffic analysis ●Environmental and heritage appraisals ●Research and development ●Technical consulting ●Programme and Project Management ●Financial management ●Knowledge of the real estate industry and asset management will serve as added advantages ●Skills: Strategic capability and leadership; Problem solving and analysis; Customer focus and responsiveness; Excellent communication (verbal and written); Presentation skills; Executive report writing skills; Computer literacy in MS Office software (Word, Excel, PowerPoint and Project); People management in a team environment; Planning and organizing; Leading and controlling; Conflict management; Negotiation; Change management; and Well-developed financial and budgetary skills.

DUTIES: ●Provide professional Town and Regional Planning advice and services through the utilisation of Town Planning guidelines and best practices, in the form of technical reports to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure, as it relates to the Town Planning environment ●Understand user or client needs/requirements and translation into options or accommodation solutions ●Review and evaluate existing and proposed built infrastructure, Consultants' designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrades and contracts as well as ensure compliance with Departmental requirements and legislation ●Identify and advise on environmental impact, traffic engineering, heritage impact, land use, site demarcation and site development plan issues ●Advise on Town Planning or development-related matters that effect client sites or assets ●Identify and advise on relevant stakeholders through an appropriate stakeholder analysis process ●Determine the cost efficiency of projects as it relates to the Town Planning profession and costs of different accommodation solutions and it's time implications in collaboration with a multi-disciplinary team ●Visit building sites to assess and develop technical reports ●Manage the compilation of feasibility study reports within a multi-disciplinary team and according to given time frames in relation to small, medium and mega projects as prescribed by National Treasury ●Develop tender documentation and manage the appointment of consultants ●Scrutinise and approve fee accounts of consultants ●Advise on the suitability of professional architects and/or registration on the Departmental roster of consultants.

ENQUIRIES: Mr V. Bedesi, tel. (012) 406 2047.

CHIEF QUANTITY SURVEYOR (GRADE A) (2 Posts)

●Salary: R532,464 - R608,814 p.a. (all inclusive package in accordance with OSD)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/07

REQUIREMENTS: ●A B.Sc. degree in Quantity Surveying or an equivalent qualification ●At least six (6) years post-qualification experience within the built environment as a Registered Professional Quantity Surveyor with the South African Council of Quantity Surveying Professionals (SACQSP) ●A valid Code B driver's licence ●Experience in conducting feasibility studies will serve as an advantage ●Knowledge of: Various facets of quantity surveying practice, including knowledge of construction methods, techniques and systems applied in full spectrum of the quantity survey profession; Contract building law to the extent applied in the profession; All aspects of the building engineering design and analysis; Engineering operational communication; Processes; Maintenance applied in the profession; Technical consulting; Programme and Project Management; and Financial management ●Knowledge of the real estate industry and asset management will serve as added advantages ●Skills: Quantity surveying and planning; Strategic capability and leadership; Problem solving and analysis; Customer focus and responsiveness; Excellent communication (verbal and written); Advanced presentation; Advanced executive report writing; Computer literacy in MS Office software (Word, Excel, PowerPoint and Project) and Win QS; People management in a team environment; Planning and organizing; Leading and controlling; Conflict management; Negotiation; Change management; and Well-developed financial and budgetary skills ●Personal Attributes: Professional judgment; Team leadership; Ability to create a high-performance culture; Decision making; Innovative analytical thinking; and Creativity.

DUTIES: ●Apply the policies, methods, practices and standards on Quantity Surveying services as well as ensure compliance with Departmental space and cost norm requirements and legislation ●Using inputs from a multi-disciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure, Consultants' designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts ●Assess standards of installation, operations, maintenance and records in relation to costs ●Determine the cost efficiency of projects and its life cycle costs and advise on optimising building costs and time ●Advise on economic life of existing systems and built infrastructure ●Provide technical hands-on specialised support and technical reports to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure including cost and time implications in relation to small, medium and mega projects as prescribed by National Treasury guidelines ●Visit building sites to assess and develop technical reports ●Manage the compilation of feasibility study reports within a multi-disciplinary team and according to given time frames ●Develop tender documentation and manage the appointment of consultants ●Scrutinise and approve fee accounts of consultants ●Advise on the suitability of professional quantity surveyors for registration on the Departmental roster of consultants.

ENQUIRIES: Mr V. Bedesi, tel. (012) 406 2047.

DEPUTY DIRECTOR: HEAD OFFICE AUDITS

●Salary: R434,505 p.a. (all inclusive package)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/08

REQUIREMENTS: ●A National diploma/degree in Auditing and/or Accounting ●Appropriate practical experience in a supervisory position within the auditing field ●Computer literacy ●Advanced communication and supervisory skills ●Good project management skills ●Effective report writing ●Ability to follow a proactive and creative problem solving approach ●Ability to work under pressure and meet deadlines ●A valid driver's licence and the willingness to travel extensively ●Knowledge of Teammate will serve as an advantage.

DUTIES: ●Assist the Director with the planning of audit activities ●Develop audit objectives that address the risk, controls and Governance processes associated with the activities under review ●Develop audit procedures that achieve engagement objectives ●Set both the scope and degree of testing required to achieve the assignment objectives in each phase ●Submit audit programmes to the Director for approval prior to the commencement of audit assignments ●Plan and monitor timeframes, methods and individuals responsible for assignments to ensure that objectives are achieved, quality is assured and staff are developed ●Ensure that conclusions and audit results are based on appropriate analyses and evaluation ●Communicate to the Audit Supervisor the internal audit plan that establishes the procedures for identifying, analysing, evaluating and recording information during the audit ●Attend the exit conference on completion of the audit assignment ●Implement a Quality Assurance and Improvement programme in the Head Office Internal Audit section to ensure compliance to the IIA Standards and Unit policies and procedures ●Communicate with the Fraud Investigation sub-unit on fraud detection.

NOTE: It will be expected of the candidate to be subjected to a security clearance.

ENQUIRIES: Ms N.H. Matolo, tel. (012) 406 1155.

DEPUTY DIRECTOR: MEDIA RELATIONS

EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

●Salary: R434,505 p.a. (all inclusive package)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/09

REQUIREMENTS: ●A National diploma/degree in Journalism, Communication and/or Public Relations, with appropriate experience in a media/communication environment ●Excellent writing skills ●Ability to conceptualise and develop media strategies ●Financial management ●Highly developed analytical and communication skills ●Ability to meet tight deadlines ●A valid driver's licence ●Must be prepared to work irregular hours and travel extensively.

DUTIES: ●Develop media strategies and ensure the implementation thereof ●Draft media statements, alerts and invitations and ensure that these are distributed ●Help identify media opportunities for the Expanded Public Works Programme ●Write content for publication, speeches, briefing notes and advertorials ●Provide leadership in media relations during EPWP media engagement ●Manage the production of the monthly electronic newsletter ●Manage media monitoring on a daily basis and prepare a monthly media analysis report ●Provide inputs on Budget and Expenditure of the Directorate ●Manage Human Resources, Finances and assets/goods of the sub-Directorate.

ENQUIRIES: Ms K. Mathuloe, tel. (012) 337 3131.

DEPUTY DIRECTOR: REGIONAL AUDITS

INTERNAL AUDIT AND INVESTIGATION SERVICES

●Salary: R434,505 p.a. (all inclusive package)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/10

REQUIREMENTS: ●A National diploma/degree in Auditing and/or Accounting ●Appropriate practical experience on a supervisory level in the Internal Auditing field ●Good project management skills ●Good understanding of the audit process and audit approaches ●Good communication and supervisory skills ●Effective report writing ●Computer literacy ●Ability to follow a proactive and creative problem solving approach ●A valid driver's licence ●Knowledge of Teammate will serve as an advantage.

DUTIES: ●Assist the Director with the planning of audit activities ●Develop audit objectives that address the risk, controls and Governance processes associated with the activities under review ●Develop audit procedures that achieve the engagement objectives ●Set both the scope and degree of testing required to achieve the engagement objectives in each phase ●Submit audit programmes for approval to the Director prior to commencement of audit assignments ●Plan and monitor timeframes, methods and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff are developed ●Ensure that conclusions and audit results are based on appropriate analyses and evaluation ●Communicate to the Audit Supervisor the internal audit plan that establishes the procedures for identifying, analysing, evaluating and recording information during the audit ●Attend the exit conference on completion of the Audit assignment ●Implement a Quality Assurance and Improvement programme in the Regional Internal Audit section to ensure compliance to the IIA Standards and Unit policies and procedures ●Communicate with the Fraud Investigation sub-unit on fraud detection.

NOTE: It will be expected of the candidate to be subjected to a security clearance.

ENQUIRIES: Ms N.H. Matolo, tel. (012) 406 1155.

DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS (2 Posts)

INTERNAL AUDIT AND INVESTIGATION SERVICES

●Salary: R434,505 p.a. (all inclusive package)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/11

REQUIREMENTS: ●A National diploma/degree in Auditing, Financial Management, Law and/or Criminology ●A Certificate in Forensic and Investigative Auditing will serve as an advantage ●Good interpersonal, organisational and communication skills ●Appropriate practical supervisory experience ●Good report writing and presentation skills ●Analytical and innovative thinking abilities ●Computer literacy in MS Office software ●A valid driver's licence.

DUTIES: ●Plan and implement special forensic operations and projects ●Gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct ●Ensure the referral of alleged serious management of resources or unprofessional conduct to the relevant authorities ●Supervise, maintain and co-ordinate Forensic Investigators attached to the unit.

ENQUIRIES: Mr M. Mabotja, tel. (012) 406 1328/1333.

DEPUTY DIRECTOR: PROJECT MANAGEMENT SUPPORT (2 Posts)

●Salary: R434,505 p.a. (all inclusive package)

●Centre: Head Office (Pretoria) ●Ref. No.: 2012/12

REQUIREMENTS: ●A National diploma/degree in the Built Environment ●Registration with SACPCMP as a Candidate or Professional Construction Project Manager ●A Project Management qualification will serve as an advantage ●A minimum of three (3) years experience in the Built Environment or as a Project Manager ●A valid driver's licence ●Skills: Project management; Report writing; Diplomacy; Presentation; Computer literacy; Negotiation; Planning and Organising; Effective communication; Interpersonal relation; Facilitation; Coaching; and Mentoring.

DUTIES: ●Co-ordinate inputs and reviews of regional projects ●Provide strategic advice on project management ●Provide updated reports, maintain the database and recommend programmes for projects ●Provide guidance and expert advice on matters related to project management ●Undertake contract management and disputes relating to projects ●Develop and implement capacity-building programmes for Project Managers ●Engage various stakeholders in the planning of projects ●Monitor allocation of projects across the regions ●Provide guidance on the measures of effective implementation of projects.

ENQUIRIES: Mr M. Mabuso, tel. (012) 406 1525.

ASSISTANT DIRECTOR: SUPPLIER REGISTER

●Salary: R221,058 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/13

REQUIREMENTS: ●A National diploma/degree in Finance, Procurement, Supply Chain Management and/or Information Technology ●Relevant experience in Procurement and/or Databases ●Effective supervisory skills ●Knowledge and thorough understanding of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPPA), the Supply Chain Management Framework (National Treasury) and the Public Service Act, 1994 (Act 103 of 1994) ●Sound knowledge and understanding of the Supplier Database ●Good financial and Government procurement skills ●Advanced interpersonal and people management skills ●Problem solving and decision making skills ●High level of integrity and ethical standards ●Hardworking and innovative ●Conflict resolution skills ●Analytical ability and strong communication (verbal and written) skills ●Advanced computer literacy in MS Office software (Word, Excel and PowerPoint) ●Knowledge of Procore software will serve as an advantage ●Willingness to travel and work long hours.

DUTIES: ●Manage the registration of suppliers ●Co-ordinate the receipt, screening and processing of supplier applications ●Ensure the registration of credible suppliers within acceptable time frames ●Ensure compliance with relevant Acts, policies and business processes ●Administer on-line applications processing ●Correctly advise and support applicants regarding registration requirements and processes ●Ensure quality control and internal controls are placed during the registration process ●Support Regional Officers and Head Office users on Supplier Registration issues ●Maintain and update the database as changes to data occur ●Supervise staff within the section and ensure staff development ●Ensure cost effective usage of Department's resources ●Respond to procurement related queries ●Compile reports on the Supplier Register for management ●Monitor the development and implementation of Goods and Services Supplier Register ●Approve and verify banking details of suppliers.

ENQUIRIES: Ms S. Mahlangu, tel. (012) 406 1794.

ASSISTANT DIRECTOR: REGIONAL AUDITS

INTERNAL AUDIT AND INVESTIGATION SERVICES

●Salary: R221,058 p.a. ●Centre: Polokwane Regional Office ●Ref. No.: 2012/14

REQUIREMENTS: ●A National diploma/degree in Auditing and/or Accounting ●Appropriate practical experience as a Supervisor in the Internal Auditing field ●Good understanding of the Audit process and Audit approaches ●Good communication and supervisory skills ●Effective report writing ●Computer literacy ●Ability to follow a proactive and creative problem solving approach ●A valid driver's licence and knowledge of Teammate will serve as advantages.

DUTIES: ●Undertake the management functions of the Regional Internal Audit section ●Assist the Audit Manager with the development of the Audit plan for the sub-Directorate ●Assist the Audit Manager with the facilitation of enterprise risk management in the region ●Assist with the planning of audit projects for the region ●Develop and supervise the execution of the audit programme regarding risk, control and governance processes associated with the activities under review ●Communicate to Internal Auditors the audit programme that establishes the procedures for identifying, analysing, evaluating and recording information during the audit ●Conduct entrance and exit conference meetings ●Direct audit programme steps/procedures that achieve the engagement objectives ●Plan and monitor timeframes and individuals responsible for the assignment ●Supervise audit fieldwork ●Assess and evaluate audit evidence ●Ensure adequate audit working papers development ●Evaluate audit findings ●Develop conclusions on audit findings ●Develop draft and final internal audit reports ●Discuss the internal audit reports with the Audit Manager, Regional Manager and Regional Audit Steering Committee ●Manage and transfer auditing skills to Senior Internal Auditors.

ENQUIRIES: Mr T. Shexxane, tel. (012) 406 1158.

ASSISTANT DIRECTOR: INVESTIGATIONS

INTERNAL AUDIT AND INVESTIGATION SERVICES

●Salary: R221,058 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/15

REQUIREMENTS: ●A National diploma/degree in Auditing, Financial Management, Law and/or Criminology ●A Certificate in Forensic and Investigative Auditing will serve as an advantage ●Good interpersonal, organisational and communication skills ●A valid driver's licence.

DUTIES: The successful candidate will be responsible for the following duties in the office of the Director: Fraud Awareness and Investigations: ●Plan and implement forensic investigations ●Gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct ●Develop summary of findings ●Report on investigations complete with clear findings, conclusions and recommendations.

ENQUIRIES: Mr M. Mabotja, tel. (012) 406 1328/1333.

ASSISTANT DIRECTOR: COLLECTIVE BARGAINING

LABOUR RELATIONS MANAGEMENT

●Salary: R221,058 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/16

REQUIREMENTS: ●A National diploma/degree in Human Resource Management, Labour Relations Management and/or Public Administration/Management ●Extensive experience and thorough knowledge of the collective bargaining system and process in the Public Service ●Negotiation, investigation and report writing skills with appropriate experience in a Labour Relations Management environment ●Ability to work independently and under pressure ●A valid driver's licence and research methodology will serve as advantages.

DUTIES: ●Represent the Department in collective bargaining structures ●Facilitate and co-ordinate DBC meetings and conferences ●Manage strikes, picketing and any other forms of protest action ●Train and educate employees on collective agreements ●Ensure proper implementation of collective agreements and DBC resolutions ●Deal with collective grievances and disputes ●Develop and implement labour relations policies ●Represent the Department in disciplinary hearings, conciliations and arbitrations.

ENQUIRIES: Mr T.P. Matshate, tel. (012) 406 1191.

SENIOR ADMINISTRATIVE OFFICER: BID ADMINISTRATION

●Salary: R185,958 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/17

REQUIREMENTS: ●A National diploma/degree in Finance, Supply Chain Management, Procurement or related field with relevant experience in Procurement and/or Supply Chain Management ●Knowledge of the Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPPA), prescripts on CIDB and an understanding of advertising processes ●Understanding of Government procurement systems and processes and of the built environment and property industries ●Good communication (verbal and written) skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy will serve as advantages.

DUTIES: ●Support the administration of Bid Committee processes ●Receive and record submissions ●Perform secretariat services at the S/NBAC ●Manage audio recordings of meetings ●Manage and archive all submissions from S/NBAC ●Co-ordinate monthly and quarterly reports for all Regional Offices ●Timeous reporting to Treasury and Auditor General (AG) ●Monitor BBSEE spending in terms of the Department's targets ●Checking of prohibition of status of the recommended company and its Directors with National Treasury ●Validate original tax clearance certificates with SARS' call centre ●Check company status on CIPRO website (trading status and ownership) ●Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES: Ms N. Motloung, tel. (012) 406 1865.

PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION

●Salary: R149,742 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/18

REQUIREMENTS: ●A National diploma/degree in Human Resource Management, Labour Relations Management and/or Public Administration/Management ●Relevant experience in leave administration and records management ●Computer literacy ●Knowledge of PERSAL ●Communication (verbal and written) skills ●Planning and organising skills ●Sound interpersonal relations ●Ability to interpret and implement HR policies, processes and procedures.

DUTIES: ●Develop and maintain Departmental processes and procedures on leave and records management ●Administer and approve leave transactions ●Co-ordinate PILIR ●Liaise with Regional Offices regarding PILIR processes and procedures ●Provide advice and support to Line Managers and other role players on the leave policy.

ENQUIRIES: Ms M. Booysen, tel. (012) 406 1766.

PROVISIONING ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT

●Salary: R149,742 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/19

REQUIREMENTS: ●A Matric Certificate or equivalent certificate with extensive relevant experience in Supply Chain Management and Movable Asset Management ●Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Public Service Act, 1994 (Act 103 of 1994) and Treasury Regulations ●Computer literacy in MS Office software (Word, Excel and Outlook) ●Strong analytical, administration and organisational skills ●Good communication (verbal and written) as well as interpersonal skills ●Sound financial management and budgeting skills ●Ability to work under pressure and manage external stakeholders ●Knowledge of LOGIS and BAS systems ●A valid Code B driver's licence will serve as an advantage.

DUTIES: ●Perform reconciliation between LOGIS and BAS systems ●Consolidate and compile both Head Office and all Regional Office reports ●Consolidate both Head Office and Regional Offices' input to the Departmental Financial Statement ●Conduct asset verification, spot checks, asset identification, bar-coding and standardisation of asset naming/description ●Regular updates of the asset register (LOGIS) ●Reconcile the asset verification and the asset register ●Ensure optimal utilisation of assets ●Prepare relevant reports for Management and Auditors ●Give guidance and support to all Regional Offices ●Co-ordinate audit queries.

ENQUIRIES: Mr H. Sigwavhulimu, tel. (012) 406 1319.

ADMINISTRATIVE OFFICER: SUBSIDISED VEHICLES

LOGISTICAL SERVICES

●Salary: R149,742 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/20

REQUIREMENTS: ●A National diploma/degree in Public Administration, Management Science or related field ●Relevant experience in Subsidised transport management ●Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), transport related policies, the car scheme for political office bearers, senior manager schemes, middle manager schemes and financial administration process and systems ●Computer literacy and experience working with large spreadsheets and formulae ●Administrative skills ●Organisational skills ●High accuracy level of numeric, financial and reconciliation skills ●Good communication (verbal and written) skills ●Willingness to adapt to the work schedule in accordance with office requirements ●Ability to work under pressure.

DUTIES: ●Process new applications for subsidised vehicles to ensure that the qualification criteria are adhered to ●Prepare all applications that will appear before the Departmental Transport Advisory Committee for approval ●Ensure approved subsidised vehicle applications are submitted to the financial institution for processing ●Ensure compliance and improve internal control ●Provide quarterly and annual financial inputs that are correct and submitted as per reporting deadlines ●Ensure that official and private kilometres are verified according to policy requirements and Officials are reimbursed on time ●Terminate allowances on PERSAL on normal and pre-mature withdrawal once the submission is approved ●Ensure that insurance premiums are paid annually on all subsidised vehicles and process all accident claims ●Prepare submissions on areas related to the administration of the subsidised motor vehicle scheme ●Must be willing to work overtime.

ENQUIRIES: Ms E. Marren, tel. (012) 406 1441.

ADMINISTRATIVE OFFICER: BID ADMINISTRATION

●Salary: R149,742 p.a. ●Centre: Head Office (Pretoria) ●Ref. No.: 2012/21

REQUIREMENTS: ●A National diploma/degree in Finance, Supply Chain Management, Procurement or related field with relevant experience in procurement support ●Knowledge of procurement related legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Framework for Supply Chain Management, the Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPPA) ●Understanding of Government procurement systems and processes and of the built environment as well as property industries ●Good communication (verbal and written) skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy will serve as advantages.

DUTIES: ●Receive and verify compliance of Bid Specifications received ●Verify budgetary confirmation prior to further processing ●Compile and place advertisements in tender bulletin and/or other requisite media ●Allocate a tender number for each advertised bid ●Ensure adequate copies of bids available for sale ●Administer the closing of bids received for each advertised project ●Monitor and extend the validity of bids received ●Participate in bid specification and Bid Evaluation Committees ●Support the administration of Bid Committee processes ●Receive and record submissions ●Perform secretariat services ●Manage audio recordings of meetings ●Manage and archive all original and unsuccessful bids ●Report to National Treasury for all deviations ●Update Works Control System (WCS) ●Capture projects on the internal reporting tool (Procure Spend) ●Capture projects on PCI and assist Regions where necessary.

ENQUIRIES: Ms N. Motloung, tel. (012) 406 1865.

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 must be submitted on a completed and signed Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV and recently-certified copies of qualifications and ID. Faxed or e-mailed applications will NOT be accepted. Applications that do not comply with the above will be disqualified. 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 below. **NOTE:** It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by the South African Qualifications Authority (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.

APPLICATIONS: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-deliver to: Central Government Office, corner Bosman and Vermuelen Streets, Pretoria. For attention: Ms M. Masubebele.

CLOSING DATE: 3 FEBRUARY 2012

People with disabilities are encouraged to apply

