

**PROJECT MANAGERS: ASSET REGISTER MANAGEMENT (X5 Positions)
(12 months contract)**

Ref No.: **HCI/ASMP/01/2013**

Salary: R464 919 per annum *(subject to Job Evaluation results)*

Centres: Bloemfontein (1 post) Ref: **HCI/ASMP/01/2013 A**
Durban (1 post) Ref: **HCI/ASMP/01/2013 B**
Kimberley (1 post) Ref: **HCI/ASMP/01/2013 C**
Cape Town (1 post) Ref: **HCI/ASMP/01/2013 D**
Mmabatho (1 post) Ref: **HCI/ASMP/01/2013 E**

Requirement: Tertiary qualification Degree/Diploma in Commerce or Sciences Prince II Foundation or PMBOK or equivalent. Extensive relevant experience; preferably 6 months duration on project/s or more. Experience in Asset Verification or in a built environment is an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent interpersonal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in

MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation

Duties: Act as conduit between Vendors and various structures in the Department (Manage relations between Vendors Regions and Head Office) Report and manage physical verification process on behalf of the Department in conjunction with the PMO Lead. Compile flash/ Status and other reports as directed by PMO. Perform quality checks on the data collected by the vendors. Manage and ensure appropriate controls in line with the PMO's instructions. Manage Vendor compliance in conjunction with the PMO Lead.

Enquiries: Ms. Vuyo Sibeko Tel, (012) 406 1347
Mr. Siboniso Sokhela Tel, (012) 406 1143
Mr. Mkhacani Chauke Tel, (012) 406 1144

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 with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not 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 the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. 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 your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

NB: External people are encourage to apply

Applications, quoting the relevant reference number, should be forwarded as follows:

The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Vermuelen (**Madiba**) & Bosman Street, Central Government Office Building, Pretoria.

Attention: Ms. V. Manzini

Closing Date : 25 January 2013



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

