

**PROJECT MANAGERS: ASSET REGISTER MANAGEMENT (X6 POSITIONS)
(12 months contract)**

Ref No.: **HCI/ASMP/11/2012**

Salary: R464 919 per annum

Centres: Head Office (1 post) Ref: **HCI/ASMP/11/2012A** Pretoria (1 post) Ref: **HCI/ASMP/11/2012B**
Johannesburg (1 post) Ref: **HCI/ASMP/11/2012C** Bloemfontein (1 post) Ref: **HCI/ASMP/11/2012D**
Durban (1 post) Ref: **HCI/ASMP/11/2012E** Cape Town (1 post) Ref: **HCI/ASMP/11/2012F**

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 inter-personal 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: Mr. Siboniso Sokhela Tel, (012) 406 1143
Mr. Mkhacani Chauke Tel, (012) 406 1144

**MANAGEMENT TRAINEE: ASSET REGISTER MANAGEMENT (X16 POSITIONS)
(24 Months Contract)**

Ref No. : **HCI/ASMT/11/2012**

Salary : R160 224 per annum

Centres : Head Office (8 posts) Ref: **HCI/ASMT/11/2012 A**, Pretoria (1 post) Ref: **HCI/ASMT/11/2012 B**
Bloemfontein (2 posts) Ref: **HCI/ASMT/11/2012 C** Durban (1 post) Ref: **HCI/ASMT/11/2012 D**
Nelspruit (2 posts) Ref: **HCI/ASMT/11/2012 E** Umtata (2posts) Ref: **HCI/ASMT/11/2012 F**

Requirement: Tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects (Level 3); Property Law / Asset Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management, valid unendorsed drivers licence. Skills: Excellent inter-personal skills. Ability to work under pressure and dead line driven. Computer literacy (MS Office) intermediate to advanced. Prioritizing and managing workflow and to be outcome orientated. Good verbal and written communication Skills.

Duties: General administrative responsibilities and functions to support the Project Management Office. Assist Project Managers with monitoring tasks during the project implementation phase. Assist with preparation of correspondences and reports. Follow up with project team members on open issue logs and unresolved project tasks. Assist with coordinating of various tasks as directed by the Project Manager/PMO. Assist PMO and Property Managers with the vesting of State land.

Enquiries : Ms. Vuyo Sibeko Tel, (012) 406 1347
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: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Public Works House Building, Pretoria.

Attention: Ms. V. Manzini

CLOSING DATE : 23 November 2012

