DEPARTMENT OF PUBLIC WORKS

POST PERSONAL ASSISTANT: DEPUTY DIRECTOR GENERAL - CONSTRUCTION & PROPERTY POLICY REGULATION
REF NO. 2011/633
SALARY All Inclusive Salary package R406 839 per annum
CENTRE Head Office (Pretoria)

REQUIREMENTS: A National Diploma or Degree in Administration or for Grade 12 plus relevant experience in property management or related qualifications with an extensive experience in management of a high level office. Strong administrative skills, appropriate management experience. Excellent verbal and written communication skills including negotiating skills. High degree of computer literacy. Ability to liaise at all levels in a professional and confident manner. Networking skills.

DUTIES: Interface with Ministry, Director General, Senior Management and Private organization, both local as well as international. Co-ordinate high level meetings in all aspects such as logistics, transport arrangement and other pre and post conference tasks. Act as formal channel of communication between office of the Deputy Director General: CPRR and other Department. Compile briefing note as well as other documentation to adequately prepare the Deputy Director General: CPRR for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the Deputy Director General: CPRR. Undertake research and inform Deputy Director General: CPRR of such outcomes in strengthening the position of the branch within the wide context of its mandate. Actively participate in Coordinate all standard reports within set deadlines for transmission to Senior Management. Consolidate all Chief Directorate reports to produce a monthly branch report. Manage (respond, distribute and follow up) correspondence to and from the Deputy Director General: CPRR Office.

ENQUIRIES: Ms L Blici, Tel: (012) 310 5191
APPLICATIONS: Email / Post / Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria, for the Attention of Ms M Masubelele.

POST POST ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION
REF NO. 2011/664
SALARY R 206 982 per annum
CENTRE Pretoria Regional Office

REQUIREMENTS: A National Diploma or Degree in public management, Finance, Social Science or any relevant field; with equivalent qualification plus appropriate experience in property management and/or information systems. Appropriate experience in fixed asset management and information system. Knowledgeable in fixed asset management and information systems. Experience in Financial and information system. Good computer skills. Ability to work under pressure.

DUTIES: To manage and ensure a reliable property information system and asset register through information systems. Distinctive knowledge of property structures. A high degree of computer literacy. Experience in budget administration and financial systems. Appropriate experience in fixed asset management and information systems. Good computer skills. Knowledge of building inspections and the real estate markets and its trends. Ability to work under pressure.

ENQUIRIES: Mr. N Mathivha, Tel: (012) 310 5027
APPLICATIONS: Mr. N Mathivha, Tel: (012) 310 5027
ATTENTION: Ms A Maifa/ Ms K Pooe
CENTRE Pretoria Regional Office

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REQUIREMENTS: A National Diploma or Degree in Property Management, Finance or equivalent qualification in Property Management, valid driver’s license. Knowledge and understanding of Government departments and related systems. Good interpersonal skills. Good analytical, planning organizing and financial skills. Ability to liaise at all levels in a professional and confident manner. Networking skills.

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ENQUIRIES: Ms L Blici, Tel: (012) 310 5191
APPLICATIONS: Email / Post / Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria, for the Attention of Ms M Masubelele.
REQUIREMENTS:
A National Diploma or Degree in Finance, public management or equivalent qualification and relevant working experience in Bid and quotation administration. Competencies: Computer skills, sound knowledge of the construction industry and/or project management. Knowledge of structure and functioning of Department and Government, plus a valid driver’s license would be an added advantage.

DUTIES:
Assist Chief Works Manager with the management of electrical Engineering maintenance. Attend to planned and unplanned maintenance request from the clients. Prepare maintenance plans for generator sets, switch gears, UPS systems, Transformers, Switch substations, Mini-subs, etc. Be able to apply knowledge of the PFMA, OHSA, SCM, PPPFA, National Building regulations, Building standards, ECA and ECSA. Minimum of Code B valid driver’s license. Willingness to travel. Ability to work under pressure. Project management and contract management skills will be an added advantage. Good verbal and written communication skills.

ENQUIRIES:
Mr. K. Mthuthi
Tel: (011) 713 6097
APPLICATIONS:
The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or hand deliver to: 78 De Korte Street, Ground Floor, Mineralia Building, Braamfontein.

ATTENTION:
Ms. COM NUXAMALO
DEPARTMENT OF PUBLIC WORKS

POST: STATE ACCOUNTANT: ACCOUNTS AND BUDGET
REF NO.: 2011/641
SALARY: R140 208 per annum
CENTRE: Johannesburg Regional Office

REQUIREMENTS: A National Diploma/Degree in Finance or related field. Relevant working experience in finance. The following will serve as a recommendation: knowledge of PFMA and Treasury Regulations, etc. Be able to work under pressure and as a team. A personal and BAS systems and computer literacy is a must. Must have knowledge of payroll. Driver’s license will be added advantage.

DUTIES: Capturing salary payments, deductions and allowances capture sundry payments and journals, clearing suspense accounts, distribute pay-slips, attend to salary recalls and file documentation. Attend to related queries and perform other duties as delegated by supervisors.

ENQUIRIES: Mr. Jack Marakalala, Tel: (011) 713 6106/6139
APPLICATIONS: The Regional Manager, Department of Public Works
Private Bag X5, Braamfontein, 2017 or Hand deliver to: 78 De Korte Street, Ground Floor, Mineralia Building, Braamfontein

ATTENTION: Mr. COM NXUMALO

POST: CONTROL WORKS MANAGER: ELECTRICAL & MECHANICAL
REF NO.: 2011/642
SALARY: R 206 982 per annum
CENTRE: Polokwane Regional Office

REQUIREMENTS: An appropriate Bachelor’s degree/ BTech National Diploma in Electrical or Mechanical field with appropriate experience in Electrical or Mechanical Engineering or N3 plus Trade Test certificate in Electrical or Mechanical Engineering with 5 – 10 years experience. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, project management, property & facilities management, Government procurement processes and systems. A valid driver’s license. Willingness to travel. Computer literacy. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.

DUTIES: Ensure appropriate maintenance and repairs of electrical and mechanical installations and components in the state-owned facilities to the required standards as guided by laws and regulations. Ensure the registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage the expenditure of the day-to-day maintenance budget as per the PFMA. Ensure compliance with the OHSA and National Building Regulations Act. Manage and monitor the performance of Chief Works Managers and ensure the implementation of the PMSD.

ENQUIRIES: Mr. Y.T. Siweya Tel: (015) 291 6455
APPLICATIONS: The Regional Manager, Department of Public Works
Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Samlamb Building, Ground Floor, Polokwane

ATTENTION: Mr. N.J. KHOTSA

POST: SENIOR ADMINISTRATION OFFICER: PROJECT BUDGET ADMINISTRATION (KAM)
REF NO.: 2011/643
SALARY: R174 117 per annum
CENTRE: Polokwane Regional Office

REQUIREMENTS: A National Diploma/Degree in Finance or equivalent qualifications with relevant working experience in Finance/Budgeting. Understanding of various facets in the built environment. Budgeting skills with specific reference to the capital works and maintenance budgets. Project management skills. Excellent knowledge and ability to operate the WCS. Ability to download and process information from the WCS. Computer literacy with specific reference to MS Office software (Word and Excel). Sound budgeting and financial management skills. Good communication (verbal and written) skills.

DUTIES: Compile authorization documents and update the Works Control System (WCS). Compile submissions regarding approval of funds/ additional funds to Client Departments. Advise project managers of approved funds. Assist with monitoring of the implementation programs for forced tender dates, correct cash flow projections and expenditure. Report shortages or surplus of funds to ASD: PBA. Provide regular feedback on the integrity of data on WCS to ASD: PBA. Arrange monthly Programme Management meetings with all relevant Regional Office stakeholders. Assist with capturing/ updating of information on WCS and the Programme Management Schedules. Assist ASD with consolidation of monthly reports for the Administration budget. Assist with the addressing of audit queries and requests. Assist KAM in budget control/monitoring for capital works, planned maintenance, decentralized and day to day projects. The post will require official travelling and the successful candidate must be willing and able to journey as and when required.

ENQUIRIES: Ms. P. Magana Tel: (015) 291 6468
APPLICATIONS: The Regional Manager, Department of Public Works
Private Bag X4969, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Samlamb Building, Ground Floor, Polokwane

ATTENTION: Mr. N.J. KHOTSA

People with disabilities are encouraged to apply!

CLOSING DATE: 23 SEPTEMBER 2011

NO FAXED OR EMAIL APPLICATIONS WILL BE ACCEPTED