

CHIEF DIRECTOR: PORTFOLIO PERFORMANCE & MONITORING

*Salary: All inclusive salary package of R872 214.00 per annum
Centre: Head Office (Pretoria) (Ref: 2012/62)*

Job purpose: To effectively manage and co-ordinate Portfolio Performance and Monitoring with regard to all client department.

Requirements: A tertiary qualification in the Property and Built Environment, Commerce or Business Administration • Extensive experience in asset and property management • Knowledge of financial management and supply chain management • Knowledge of all relevant legislation • Report writing and communication skills • Facilitation skills • Time management skills • Programme and project management skills • The ability to work effectively and efficiently under pressure • The ability to meet tight deadlines whilst delivering excellent results • The ability to communicate at all levels, participate at an execution level • The ability to adapt to work schedule in accordance with professional requirements.

Duties: Formulation of and implementation of branch strategies in the Asset Management environment • Implement roll out of GIAMA to Provincial and National Government Departments • Develop strategies to assess User and DPW accommodation requirements • Develop plans and plan programmes and budgets to ensure government buildings are optimally maintained • Manage Asset Investment Management special projects • Maximise the State's asset portfolio to ensure revenue generation • Develop and implement strategies to rehabilitate unutilised buildings • Manage the process of disposal of DPW properties for Government wide socio economic objectives • Contribute to rural development • Manage the coordination and administration of the Chief Directorate • Ensure capacity and sustainability of staff of the component • Manage the budget and expenditure of the component.

Enquiries: Ms S Subban, tel: (012) 406 1792.

CHIEF DIRECTOR: EPWP MONITORING & EVALUATION

*Salary: All-inclusive salary package of R872 214.00 per annum
Centre: Head Office (Pretoria) (Ref. 2012/63)*

Job purpose: To oversee Monitoring and Evaluation of the Expanded Public Works Programme (EPWP).

Requirements: A Bachelor's degree in Social Sciences, Statistics or related field • A post graduate qualification would be an added advantage • Appropriate relevant practical experience in developing M&E Frameworks • Knowledge of EPWP issues • Knowledge of monitoring and evaluation processes, research methodologies and administration of service level agreements • Project management skills • Knowledge of management information systems • Report-writing skills • Policy analysis skills • Interpersonal skills • Database management skills • Problem-solving skills • Decision-making skills • The ability to communicate at all levels, including senior management • The ability to work under stressful situations • Willingness to travel extensively.

Duties: Develop monitoring and evaluation frameworks and implementation models, systems and plans • Oversee the collection and verification of EPWP data from public bodies implementing the programme • Oversee the development refinement and management of an appropriate Management Information System (MIS) for the EPWP • Communicate on Monitoring and Evaluation strategies and methodologies • Provide technical assistance on monitoring and evaluation to all public bodies implementing the EPWP • Commission relevant evaluation research • Provide information and results on monitoring and evaluation as and when required • Manage the budget allocated to the Chief Directorate in line with PFMA and Treasury guidelines.

Enquiries: Mr S Henderson, tel. (012) 310 5110.

DIRECTOR: EPWP ANALYST

*Salary: All inclusive salary package of R719 613.00 per annum
(Total package to be structured in accordance with the rules of the senior Management service)
Centre: Head Office (Pretoria) (Ref: 2012/64)*

Requirements: A Bachelor's degree in Social Sciences, Statistics or Public Administration • A post graduate qualification in a relevant field will be an added advantage • Knowledge of statistical techniques and methodology • Appropriate experience in research environment, government monitoring and evaluation or related experience • Knowledge of promotion of Access to Information Act; Research Methodologies/Frameworks; Construction Industry; Public Finance Management Act (PFMA). *The candidate should have the following skills:* People orientated; resourceful and creative; Financial administration skills; Problem solving; Research; Analytical; Effective communication.

Duties: Research, prepare and draft relevant reports and presentations on EPWP performance for Parliament and other stakeholders • Analysis of EPWP performance reports in order to identify trends, patterns and recommend corrective action if necessary • Research on the best practice of research tools and methodologies of implementing Public Works Programme • Assist in preparing of responses to Parliament and the Auditor General on EPWP • Compile and analyze EPWP branch quarterly reports • Oversee the collection of Portfolio of evidence within the EPWP branch on performance information.

Enquiries: Mr S Henderson, tel (012) 310 5110.

**DIRECTOR: PROPERTY MANAGEMENT
PRESTIGE PROPERTY MANAGEMENT UNIT**

*Salary: All inclusive salary package of R719 613.00 per annum
Centre: Regional Office(Cape Town) (Ref: 2012/65)*

Requirements: Relevant tertiary education in Build Environment or Property Management or Business Management and acquired knowledge at the required level • An appropriate post graduate qualification would be an advantage • Extensive appropriate experience in Key Account Management • Extensive appropriate experience in the property industry with appropriate experience in property management • Knowledge or understanding of property related legislation • Knowledge or understanding of procurement system of government • Good financial skills and proven budgeting ability • Analytical ability, strong communication skills (Written & Verbal) and good interpersonal skills • Computer literacy • Excellent communication and interpersonal skills and ability to interact with highly placed Prestige officials and clientele • Driver's license required and preferred candidates will be subject to security clearance.

Duties: Key Responsibilities: Ensures that the Prestige Property Management Unit manages the administration and performance of Prestige buildings and Prestige property portfolios so as to obtain maximum yields on investment, optimum levels of maintenance and utilisation and client satisfaction • Manage the Prestige Client Relations unit by ensuring effective liaison with client departments regarding the functionality and efficiency of their accommodation • Provide guidance to Prestige Client Relations Managers to assist Prestige Clients in drafting inputs to the compilation of their immovable asset management plan • Ensure Acquisition and Disposal Unit efficiently acquires (Liaison, buying, expropriation etc) and disposes (Sale, donation, exchange etc) of immovable Prestige property and rights therein • Ensure economic efficiency in the Department's Prestige leasehold portfolio in line with market trends • Ensure that strategies are devised so that the Utilization and Contract Management Unit (Asset register, treasury management and portfolio performance) minimises expenditure and maximises utilisation and income on the Prestige property portfolio • Ensure that a comprehensive and accurate register of Prestige property asset is maintained (For state owned and leased properties) • Ensure that all expenditure and revenue in respect of state owned and leased Prestige properties are captured in the relevant property information/financial system • In conjunction with Capital Projects and Maintenance Unit explore and implement energy and water conservation solutions • Ensure timeous and correct payment of property rates municipal services charges, lease payments, cleaning, gardening and security contracts etc and revenue effective from property sales, leases, user charges etc in respect of Prestige properties by the Property Expenditure and revenue unit • Ensure the Facilities Management Unit renders cost effective and efficient cleaning, gardening and security services on Prestige Properties • Manage the interior decoration unit to render a comprehensive interior decorating service for departmental clients on properties owned or leased by the State according to the defined and accepted design philosophy and image.

Enquiries: Mr F Johnson, tel: (021) 402 2197.

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. Applications should be submitted on signed Z83 form, obtainable at any Public 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 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. It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAGA. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. The preference will be given to the people residing at the area. Please forward your application, quoting the relevant reference number, to the address mentioned. No faxed or e-mailed applications will be accepted.

All Pretoria Head Office applications: The Director General, Dept of Public Works, Private Bag X65, Pretoria, 0001/Hand delivery: Central Government Office Building, Corner Bosman and Madiba Street, Pretoria. **ATTENTION:** Ms M Masubelele.

All Cape Town Regional Office applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000/Hand delivery: Customs Building, Heerengracht Foreshore, Cape Town. **ATTENTION:** Ms E Booysen.



public works
Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Closing date: 14 September 2012.

People with disabilities are encouraged to apply.