

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



CLOSING DATE: ..... at 16H00

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

NOTE: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. 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 appointment will be subject to verification of qualifications, any disciplinary proceeding and a security clearance. Posted, hand delivered or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

Applications must be submitted as a SINGLE document/ ONE ATTACHMENT to the email addresses specified for each position. (KINDLY NOTE THAT THE EMAILED APPLICATIONS AND ATTACHMENTS SHOULD NOT EXCEED 15MB)

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Shortlisted candidates must be willing to undergo normal vetting and verification process. Entry level requirements for SMS posts: in terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

**POST: DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION REF NO: 2024/68**

**SALARY:** All-inclusive package of R1 741 770.00 per annum, including basic salary (70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**CENTRE:** Head Office (Pretoria)

**NOTE:** It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

**REQUIREMENTS:** An undergraduate qualification (NQF 8) in construction field or Policy Development or equivalent qualification; 8-10 senior management experience in relevant field. **KNOWLEDGE:** Construction Industry; Structure and functioning of the department; Policy development; procurement policies and directives; contract administration; PFMA; Property Sector regulatory framework; Construction sector regulatory framework; Research; Occupational Health and Safety (OHS). **SKILLS:** Strategic management; Executive management skills; Tender processes; Effective communication (verbal and written); Numeracy; Marketing and liaison; Programme and project management; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Influencing skills; Negotiation skills. **PERSONAL ATTRIBUTES:** Analytical thinking; Innovative; Creative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels, including political office bearers; People orientated; Hard-working; Highly motivated. **OTHER:** Willing to adapt work schedule in accordance with professional requirements.

**DUTIES:** Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the branch:- Commission researches on latest trends; Ensure the development and implementation of effective and efficient acts, strategies and policies; Ensure that all branch policies are in line with the departments' strategic objectives; Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Ensure that the budget framework is in line with Medium Term Expenditure Framework; Lead the development and implementation of regulatory framework aimed at addressing the transformation, growth and development of the construction industry:- Provide strategic leadership in the development of building regulations, norms and standards; Research, develop, monitor and review construction sector policies; Establish best practice partnerships with various stakeholders in the construction industry, local and international; Facilitate policy integration with DPW Public Entities; Oversee the development of policies within the Department. Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector:- Research, develop, monitor and review policies and

regulations; Establish best practice partnerships with various stakeholders in the property industry, local and international; Provide support to Immovable Asset Management; Oversee the development of policies within the Department. Lead the development of policies within the Department:-Manage the development of policy guidelines to inform the development or review of internal policies; Oversee the provision of advice and support during the development of internal policies; Manage the Policy Research & Regulation branch:-Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Branch and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Manage and monitor the budget and expenditures for the Branch. Ensure that internal policies are developed in line with the departmental strategic objectives and policy guidelines.

Enquiries: Mrs TB Hlatshwayo, Tel: 012 406 1148/1990

HEAD OFFICE APPLICATIONS: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-08@dpw.gov.za

FOR ATTENTION: Ms NP Mudau

#### **POST: DEPUTY DIRECTOR-GENERAL: EPWP REF NO: 2024/69**

**SALARY:** All-inclusive package of R1 741 770.00 per annum, including basic salary(70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**CENTRE:** Head Office (Pretoria)

**NOTE:** It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

**REQUIREMENTS:** An undergraduate qualification (NQF 8) in Public Management qualification or related; 8-10 senior management experience in relevant field. **KNOWLEDGE:** Functioning of national, provincial and local government; Fundamental economics; Financial management; EPWP goals and objectives; Employment creation strategies; Appropriate labour intensive technologies; Skills development strategies. **SKILLS:** Strategic management; Executive management skills; Tender processes; Effective communication (verbal and written); Numeracy; Marketing and liaison; Programme and project management; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational. **SKILLS;** Influencing skills; Negotiation skills. **PERSONAL ATTRIBUTES:** Analytical thinking; Innovative; Creative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels, including political office bearers; People orientated; Hard-working; Highly motivated. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES:** Provide strategic leadership in the development and implementation of legislation, strategies, and policies for EPWP Commission researches on latest trends; Ensure the development and implementation of effective and efficient acts, strategies and policies; Ensure that all EPWP policies are in line with the departments` strategic objectives; Determine and

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develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Ensure that the budget framework is in line with Medium Term Expenditure Framework. Oversee the delivery of services in the areas of the infrastructure sector, Environmental and Culture Sector, Social Sector and Non- State Sector; Oversee the co –ordination of various training and capacity building initiatives of the EPWP sector; Support Public Bodies in the different sectors to implement EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets; Ensure promotion of Labour intensive methods through all spheres of government; Oversee the Implementation of the Technical Support Programme to ensure the participation by Public Bodies; Oversee the implementation of the Vukuphile Programme; Oversee the coordination of social and environmental development across all sectors, through the Extended Public Works Programme; Facilitate & co-ordinate all Non State Sector activities within EPWP. Oversee the management of technical secretariat functions to the PCC-PEP and ensure sustainable livelihoods and convergence infuses into the programme; Oversee the coordination of Government Employment Programmes; Oversee the monitoring of the implementation of PCC-PEP's resolutions within the branch and in collaboration with the identified Departments; Oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme. Oversee monitoring and evaluation of the Expanded Public Works Programme; Prepare reports on the state of the implementation of the EPWP service level Agreements; Manage and analyse researched data; Manage the development, implementation and maintenance of an effective monitoring framework; Oversee the design and manage a risk management plan; Analyse reports for EPWP Programme; Manage the spatial analysis capacity. Manage stakeholder relationships and co-ordinate economic development across all sectors, through the Expanded Public Works Programme; Manage and agree with funding agents (DoL/SETA) on-going support and resources to fund the beneficiary training on EPWP projects; Manage, co-ordinate and monitor support systems to ensure implementer's training for EPWP projects; Support the implementation of EPWP across provinces. Manage the Branch: EPWP: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Branch and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Manage and monitor the budget and expenditures for the Branch.

**ENQUIRIES:** Mrs TB Hlatshwayo, Tel: 012 406 1148/1990

**HEAD OFFICE APPLICATIONS:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-09@dpw.gov.za

**FOR ATTENTION:** Ms NP Mudau

**POST: DDG: FACILITIES MANAGEMENT REF NO: 2024/70**

**SALARY:** All-inclusive package of R1 741 770.00 per annum, including basic salary(70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**CENTRE:** Head Office (Pretoria)

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**NOTE:** It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

**REQUIREMENTS:** An undergraduate qualification (NQF 7) Postgraduate Degree in Built environment; Minimum of 8 years senior management relevant experience in Construction Management or relevant. **KNOWLEDGE:** Government policies; knowledge of the built environment industry; applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. **SKILLS:** Strong leadership; Strategic skill; Commercial acumen; sound analytical and problem identification and solving skills; advanced report writing; strategic management; research methodologies; financial management; organising and planning; computer literacy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. **PERSONAL ATTRIBUTES:** diplomatic; season professional; Innovative; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; able to establish and maintain personal networks; trustworthy; assertive; hard-working; highly motivated; ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

**DUTIES:** Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facility management and occupational health & safety. undertake researches on latest facilities management and OHS trends; ensure the development and implementation of effective and efficient property management acts, strategies and policies; ensure that all facilities management policies contribute to the departments` strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the budget framework is in line with Medium Term Expenditure Framework; Manage the review of facilities management business processes. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Oversee effective management of compliance on Occupational Health and Safety Act, other relevant Acts and Regulations with regards to Facilities Management and Construction Projects. Oversee compliance of railways within state properties with National Railway safety act and other relevant Acts within railway industry; Oversee the development and implementation of the built environment Green Economy Programmes; undertaking of surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects; Development and maintenance of governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes. Provide strategic leadership in the facilities management and overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof; Oversee and lead the development and implementation of facilities management contracts; Manage and lead the implementation of facilities management & maintenance services; Ensure verification and continuous condition assessment on facilities; Review all buildings to determine any impact on the assessed value of property; Oversee the management and provision of technical and operational advice on Chemical and Water Care services to client departments; Ensure effective administration and performance of buildings for client satisfaction; Ensure development and implementation of good corporate governance practices: -Provide adequate management to the attainment of the department's strategic objectives; Manage all the resources allocated to the unit; Develop and maintain interrelations with stakeholders; Facilitate capacity building initiatives; Compile and present reports on the functioning of the branch; Incorporate and implement new and innovative ideas on the best practices.

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**ENQUIRIES:** Mrs TB Hlatshwayo, Tel: 012 406 1148/1990

**HEAD OFFICE APPLICATIONS:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-10@dpw.gov.za

**FOR ATTENTION:** Ms NP Mudau

**POST: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2024/71**

**SALARY:** R 1 436 022.00 Per Annum (All-inclusive Salary), (package to be structured in accordance with the rules of the Senior Management Services)

Centre: Head Office

**REQUIREMENTS:** An undergraduate qualification (NQF 7) in Human Resource Management/Related, 5 years of HRM experience at senior management level. **KNOWLEDGE:** Human Resource Management's enabling provisions e.g. legislations, Public Service Regulations / Act, Labour Relations Act, Programme and Project Management, Financial Management prescripts, People Management and Empowerment, Strategic capability and leadership, Client orientation and Customer focus, Cross Cultural Knowledge and Client relations. **SKILLS:** Effective management skills, Advanced report writing, Advanced communication, Facilitation skills, Strategic planning, Programme and project management skills, Sound analytical and problem identification and solving skills, Diplomacy, Policy formulation. **PERSONAL ATTRIBUTES:** Innovative, Creative, Resourceful, Ability to work effectively and efficiently under pressure, Ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, People orientated, Able to establish and sustain personal, organisational and strategic networks, Emotional Intelligence, Trustworthy, Assertive, Highly motivated. **OTHER:** Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

**DUTIES:** Ensure effective development, management and implementation of Human Resource strategies, policies and frameworks for the Department, Conduct research and keep abreast on the latest development, Manage the development and monitor the implementation of all Human Resource policies and procedures in line with the relevant prescripts, Oversee the development and manage the Department's retention strategies, Ensure that the policies and strategies contribute and are aligned to the Departments strategic objective, Monitor and guide the Department's compliance with all the legislations and regulations, Oversee the management of HR planning and recruitment processes, Ensure effective management of the recruitment and selection processes and procedures, Ensure that the retention strategy is established and implemented within the Department, Ensure overall safety of documents during recruitment and selection processes, Oversee the identification and forecasting of existing and future human resources needs, Ensure that human resource planning is in line with organisational and establishment policies, Oversee the provision of Human Resource Administration services, Ensure that the department complies with DPSA directives, PSC, and related legislations, Oversee the development of mechanisms to monitor the implementation of conditions of service, Ensure provision of expert advice on matters related to service benefits, Ensure HR records comply with the NMIR (National Minimum Information Requirements) as well as the Archives Act, Oversee the management and provision of sound labour relations, Ensure the effective management of disciplinary matters and appeal cases, Ensure the effective resolution of grievances and disputes for the department, Ensure the creation of a working environment conducive to sound labour relations, Ensure the effective and efficient functioning of collective bargaining and other forums for the department, Oversee the implementation of collective agreements and other legislative documents in the department, The management of the Chief Directorate, Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations, Maintenance of discipline, Management of performance and development, Establish implement and maintain efficient and effective communication arrangements, Develop and manage the

operational plan of the chief directorate and report on progress as required, Compile and submit all required administrative reports, Serve on transverse task teams as required, Quality control of work delivered by employees, Monitor the budget and expenditures of the Chief Directorate: Human Resource Management.

**ENQUIRIES:** Mrs TB Hlatshwayo, Tel: 012 406 1148/1990

**HEAD OFFICE APPLICATIONS:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-11@dpw.gov.za

**FOR ATTENTION:** Ms NP Mudau

## **POST: CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2024/72**

**SALARY:** R 1 436 022.00 Per Annum (All-inclusive Salary), (package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE:** Head Office

**REQUIREMENTS:** An undergraduate qualification (NQF 7) in Economic and Financial management, Accounting, 5 years' experience in financial administration at SMS level.

**PERSONAL ATTRIBUTES:** Innovative; Resourceful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; People orientated; Trustworthy; Assertive; Ability to work independently; Team player. **KNOWLEDGE:** Strategic Planning; Strategic Knowledge Management; Business analyses and risk management; Change management and organisational development; Extensive knowledge of department strategic objective; In-depth knowledge of government protocol processes; Development and implementation of strategies; Public Finance Management Act; Supply Chain Management; Financial and budget administration processes and systems; Public Service Regulations; Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates); Government Budget Systems and procedures; Government Financial Systems ( PERSAL, PMIS, WCS, LOGIS and BAS).

**SKILLS:** Executive management skills; Sound analytical and problem identification and solving skills; Language proficiency; Advanced report writing; Organising and planning; Computer utilization; Policy formulation; Negotiation skills; Advanced communication (verbal and written); Advanced interpersonal and diplomacy skills; Time management; Decision making skills; Conflict management; Motivational skills; Programme and management skills.

**DUTIES:** Ensure quality financial reporting:- Ensure data integrity, completeness and accuracy of financial reports; Develop, implement and review standard reporting framework; Monitoring and facilitating cash flow management; Ensuring compliance, implementation and maintenance of PFMA, Treasury Regulations and other financial prescripts; Analyse and review financial reports and make recommendations; Ensure safe keeping of all financial records; Identify and review financial risks and develop, implement and review controls; Compile financial reports: Monthly, Quarterly, Interim Financial Statements and Annual Financial Statements. Ensure effective communication with stakeholders and clients on matters relating to financial reports; Ensure proper coordination of financial information; Communicate with regards to status of audit action plan and enforce clearing of audit matters; Prepare and present financial information to internal structures of the department. Ensure effective management of financial accounting processes:- Ensure settlement of invoices within 30 days; Clear suspense accounts; Monitor compliance with regard to Treasury Regulations / departmental delegations and other applicable policies and processes; Develop, implement policies, guidelines and ensure compliance thereof; Ensure the compilation and review of interim and annual financial statements; Monthly reporting in terms of PFMA. Oversee the development and implementation of strategies, policies and systems for financial accounting and reporting:-Develop policies and procedures on financial systems; Ensure effective financial systems risk management; Ensure continuous monitoring on internal controls; Ensure optimal utilisation of financial systems. Manage the Chief Directorate:-Establish and

maintain appropriate internal controls and reporting systems in order to meet performance expectations; Monitor the budget and expenditures of the Chief Directorate; Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the chief directorate and report on progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control of work delivered by employees

**ENQUIRIES:** Mr M Sithole, Tel: 012 406 1732/1698

**HEAD OFFICE APPLICATIONS:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-12@dpw.gov.za

**FOR ATTENTION:** Ms NP Mudau

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