

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, merit-based employer. The intention is to embed excellence and diversity in the Public Service through the filing of this post with persons whose appointment will drive the vision of the department to use public assets for public good. Women and People with disabilities are encouraged to apply.

NOTE: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered.

Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. **NOTE:** It will be expected of the candidate to sign a performance agreement, annually disclose his/her financial interests and be subjected to security clearance

NOTE: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not

have heard from us within three months from the closing date, please regard your application as unsuccessful.

All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG) (submitted prior to appointment). 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-entry-programme/>.

NOTE: For emailed applications, please submit a **SINGLE PDF document** or ONE ATTACHMENT per application to the email address designated on the specific position. KINDLY NOTE THAT THE EMAILED APPLICATIONS AND ATTACHMENTS SHOULD NOT EXCEED 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

DIRECTOR: HR PLANNING AND RECRUITMENT REF NO: 2026/

SALARY: R 1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A minimum NQF 07 qualification as recognised by SAQA directly relevant to Human Resource Management, Public Management, Public Administration or related field of study plus 5 years direct middle/senior management experience in the HR Planning and Recruitment or related HR functional areas. Proven experience in managing complex directorates, diverse teams, and large-scale departmental projects within a public service context. Ability and willingness to adjust work hours to meet professional and organisational imperatives. TECHNICAL KNOWLEDGE: Outcome: The ability to provide authoritative advice and ensure the Department remains beyond reproach regarding statutory compliance. Statutory Frameworks: Expert-level understanding of the Public Service Act and Regulations, Employment Equity Act, and Basic Conditions of Employment Act (BCEA). Financial & Resource Governance: In-depth knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations to ensure fiscal accountability. Specialised HR Systems: Advanced proficiency in PERSAL and the application of Codes of

Remuneration (CORE) to recruitment and establishment management. Institutional Intelligence: Comprehensive knowledge of the structure, functioning, and Employment Equity Plan of the Department to ensure all HR interventions drive institutional goals. Global Best Practices: Mastery of modern standards, practices, and research methodologies related to global and local HR Recruitment and Workforce Planning. SKILLS: Executive Management & Governance: Strategic Capability & Leadership: Advanced executive management skills with the ability to translate high-level strategy into operational excellence. Financial Administration: Proficient in budgetary oversight, financial planning, and the prevention of irregular expenditure within the Directorate. Programme & Project Management: The ability to lead large-scale HR initiatives from conception to evaluation, ensuring deadlines and quality standards are met. Analytical & Cognitive Skills: Analytical Thinking & Numeracy: High-level ability to interpret complex data sets, workforce trends, and financial reports to inform executive decision-making. Research & Report Writing: Sophisticated skills in conducting research and drafting high-impact executive submissions, technical reports, and policy briefs. Diplomacy & Interpersonal Dynamics: Advanced Diplomacy & Influence: Exceptional interpersonal skills with the ability to negotiate and influence outcomes at an executive and stakeholder level. Conflict Management & Negotiation: Expert ability to navigate sensitive industrial relations issues and facilitate resolution in high-stakes environments. Communication Excellence: Masterful verbal and written communication skills, tailored for diverse audiences from frontline staff to Ministerial level. Operational Effectiveness: Strategic Planning & Organising: The ability to architect complex work plans and coordinate multiple moving parts within the HR value chain. Advanced Digital Literacy: High proficiency in modern office suites and HR information systems to drive directorate efficiency. Motivational Leadership: Proven ability to inspire, develop, and mentor a professional team to achieve collective outcomes. PERSONAL ATTRIBUTES: Strategic Influence & Communication: Executive Presence: Possesses the gravitas and sophistication to communicate effectively at Board and Executive levels, translating complex HR data into strategic insights. Stakeholder Integration: Highly adept at building and leveraging influential professional networks to advance departmental goals and cross-functional collaboration. Advanced Diplomacy: Demonstrates the ability to navigate sensitive political and organisational landscapes with tact and assertiveness. Resilience & Operational Agility: Performance Under Pressure: Maintains a calm, decisive presence in high-pressure environments, consistently delivering high-calibre results within constricted timeframes. Professional Flexibility: Displays a disciplined commitment to organisational needs, with the agility to adapt work schedules and priorities in response to compelling or emergency circumstances. Outcome-Driven Tenacity: A self-starting leader who works independently to drive functional excellence without the need for high-level supervision. Innovation & Problem Solving: Strategic Resourcefulness: Combines an innovative mindset with practical creativity to solve complex workforce challenges and optimise limited resources. Entrepreneurial Energy: Brings high levels of motivation and a proactive "forward-leaning" approach to continuous improvement and HR modernisation. Integrity & People-Centric Leadership: Unwavering

Integrity: Exemplifies trustworthiness and ethical conduct, serving as a cultural benchmark for the Directorate and the wider Department. People-Orientated Stewardship: Committed to the growth and wellbeing of staff, balancing human-centric leadership with the rigorous demands of public service delivery.

DUTIES: Strategic Policy Leadership & Innovation: Outcome: A future-ready HR regulatory framework that ensures legal compliance and supports the Department's long-term talent objectives. Strategic Governance: Direct the design and evolution of HR planning, recruitment, and retention frameworks to ensure 100% alignment with the Public Service Act and DPSA Directives. Thought Leadership: Translate global HR trends and legislative research into actionable internal strategies that modernise the Department's talent acquisition approach. Policy Stewardship: Oversee the lifecycle of all HR policies, ensuring they are not just "compliant" but are active drivers of organisational efficiency and equity. Talent Acquisition & Selection Excellence: Outcome: A high-calibre, diverse workforce recruited through transparent, efficient, and legally defensible processes. Operational Oversight: Lead the end-to-end recruitment value chain, ensuring that the "Time-to-Fill" and "Quality-of-Hire" metrics meet departmental service level agreements (SLAs). Stakeholder Partnership: Act as a strategic advisor to Senior Management, ensuring that recruitment efforts prioritise Employment Equity (EE) targets and organisational representativity. Vendor & Agency Management: Accountable for the performance and ROI of external advertising and recruitment agencies, ensuring they deliver high-value talent pools. Integrated HR Planning & Employment Equity: Outcome: A balanced, data-driven workforce structure that meets current and future service delivery demands. Workforce Forecasting: Lead the identification of critical skills gaps and the forecasting of human resource needs to prevent labour shortages or redundancies. Compliance Reporting: Ensure the flawless execution and submission of HR and EE Plans to the DPSA and Department of Labour, maintaining the Department's standing as a compliant employer. Retention Oversight: Evaluate the effectiveness of retention strategies, directing interventions where turnover trends threaten organisational stability. Movement & Contract Management: Outcome: Seamless management of staff mobility and temporary capacity that minimises legal risk and maximises fiscal responsibility. Mobility Management: Oversee the horizontal transfer and reallocation framework to ensure staff are deployed where they add the most value, in line with Treasury and Departmental guidelines. Contractual Integrity: Direct the management of temporary and contract employment to ensure strict adherence to duration limits, renewals, and budgetary constraints. Directorate Leadership & Financial Stewardship: Outcome: A high performing, disciplined, and fiscally responsible Directorate that delivers on its Operational Plan. Performance & People Development: Lead and mentor the HR team, fostering a culture of accountability, continuous professional development, and high-quality output. Financial Accountability: Exercise oversight of the Directorate's budget, ensuring zero unauthorised or wasteful expenditure while optimising resource allocation. Operational Excellence: Implement robust internal controls and reporting systems to

provide "real-time" insights into HR performance for the Executive.  
ENQUIRIES: Mr Sifiso Mdakane Tel No: 082 929 9885

APPLICATIONS: All applications for this position must be submitted via email to: Recruitment26-10@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION: Ms. MM Magane

DIRECTOR: STRATEGIC PLANNING - STRATEGIC MANAGEMENT REF NO: 2026/

SALARY: R 1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A minimum B Degree (NQF level 7) in Public Administration, Business Administration, Business Management, Economics or related qualification as recognised by SAQA. A minimum 5 years middle/senior management level in strategic planning/ strategic management or in the relevant field. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. KNOWLEDGE: Strategic management processes; business planning processes; applicable legislation, understanding of 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: Executive management skills; sound analytical and problem identification and solving skills; marketing and liaison; advanced communication; language proficiency; advanced report writing; research methodologies; financial administration; financial analyses; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. PERSONAL ATTRIBUTES Innovative; creative; resourceful; energetic; helpful; 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.

DUTIES: Manage the development and maintenance of the departmental strategic and annual performance and work planning policies and strategies: Ensure effective development and implementation of the strategic business

planning processes for the Department Undertake research on the latest development of strategies, policies, professional guidelines and standards; Ensure that all policies, guidelines and standards implemented are aligned to the Departments strategic thrust and outcomes; Develop and implement procedures, tools and systems for effective organisational performance information management and strategic planning; Develop strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders; Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage the development, adoption and publishing of the departmental Strategic Plan, APP and Business Plans for the department: Lead the annual planning process for DPW/PMTE. Support top management in strategy formulation, strategic process improvement and communication of strategies to all stakeholders. Coordinate research and data collection initiatives in support of departmental strategic/other planning processes. Undertake scenario planning and develop forecast projections; Develop, maintain and update the strategic information portal for planning purposes. Oversee integration of the strategic planning processes with other processes such as risk management, budget plans, service delivery improvement and audit action plans. Prepare and submit executive reports. Advise DG, DDG and top management on strategic matters relating to internal operations and policy. Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements. Manage and coordinate stakeholder input processes. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Oversee the strategic planning process and planning process and plans of the public entities and BECPs-: Set out the annual strategic planning process for Public Entities and BECPs. Ensure arrangement of workshops to brief public entities and BECPs on the planning requirements. Attend the strategic planning session of the public entities and BECPs and provide strategic guidance on the sector priorities. Manage a review of the SPs and APPs of the public entities and BECPs in accordance with the Framework for Strategic Plans and Annual Performance Plans. Ensure provision of written feedback and workshop public entities and BECPs on the SPs and APPs submitted to the Department, Participate in the development of core performance indicators for the Public Works Sector: Engage Provinces to commence the process of setting core performance indicators, Coordinate workshop with Provinces (logistics and content), Facilitate the workshop and set core performance indicators and technical indicator descriptions for each Programme, Draft the final set of core performance indicators for approval of the DG and Provincial HOD's, Engage Provinces and resolve any queries. Manage the assessment and review of the implementation and impact of the SP and APP: Oversee corporate performance reviews of organisational performance. Manage the monitoring and evaluation of strategic interventions impact. Ensure provision ongoing support to the Business units. Prepare and submit executive reports. Prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation. Develop trend analysis of organisational past performance,

conduct benchmark of measures, targets and formulate baselines of performance targets per year. Identify performance barriers and conduct root cause analysis. Make recommendations on alternative courses of action incorporating risk management. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate 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. Monitor the budget and expenditures for the Directorate.

ENQUIRIES: Mr Sifiso Mdakane Tel No: 082 929 9885

APPLICATIONS: All applications for this position must be submitted via email to: Recruitment26-19@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION: Ms. MM Magane