

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



CLOSING DATE/TIME: 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, 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.

APPLICATIONS: Head Office (Pretoria) Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

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 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. 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). 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/>. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

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.

DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 2026

SALARY: R1 885 710 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: An NQF level 08 qualification in Public Management or related field of study. 08-10 years senior management experience in Corporate Services.

KNOWLEDGE: Strategic Planning, Strategic Knowledge Management, Business analyses and risk management, Change Management organisational development, Extensive knowledge of department strategic objective, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Public Services Regulations, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS)

SKILLS: Executive management skills, Sound analytical and problem identification and solving skills, Language proficiency, Advance report writing, Organising and planning, Computer utilisation, Negotiation skills, Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivation skills, Programme and management skills.

PERSONAL ATTRIBUTES: Innovative, Resourceful, Ability to work effectively and effectively under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, People oriented, Trustworthy, Assertive, Ability to work independently, Team Player.

DUTIES: Provide strategic leadership in the development, implementation, and maintenance of corporate services policies, directives, guidelines and strategic plans: Commission researches on latest trends. Ensure the development and implementation of effective and effective and efficient acts, strategies and policies. Ensure that all CS 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. Oversee information & communication Technology (ICT) and security management services: Provide strategic direction on e-government & ICT. Oversee ICT programmes & projects management. Oversee the development, implementation & maintenance of ICT solutions. Ensure effective that the ICT governance framework and structures, and ICT solutions. Ensure that the governance framework and structures, and policies are in place. Ensure effective management and implementation of physical security services. Oversee the provision of the Minimum Information Security Standards (MISS) in order to protect sensitive and classified information. Ensure effective management and implementation of vetting and screening services. Oversee management of litigation, contract administration and legal opinions & legal drafting: Manage Legal services & litigations. Manage drafting of legislation & contract administration. Oversee the provision and integration of human resources management, HR development and organisational Development services. Provide strategic management and direction with regards to Human Resources Planning and Recruitment. Ensure provision of Human Resources Administration services. Drive and manage the implementation of Employee Health and Wellness programme. Oversee the employment relationship services in the department. Oversee the implementation of organisational development interventions. Oversee the implement of Human Resources Development and Performance managementsystem. Manage and ensure coordination of all communication functions of the department: Oversee the development and implementation of strategies for internal and external Communications. Manage the development and implementation of communication strategies of programmes aligned to government priorities. Oversee the compilation, composition and preparation of information pieces about the department i.e. publications, media statements, speeches, brochures, exhibitions. Develop sound strategic relationships with relevant stakeholders. Manage the Branch: Plan, organise and control activities pertaining to the functions of the branch. Develop and manage the operational 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: Mr Sifiso Mdakane Tel No: 082 929 9885

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment26-@dpw.gov.za

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

SUPPLY CHAIN EXECUTIVE REF NO: 2026/

SALARY: All-inclusive salary package of R 1 885 710 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Post-Graduate qualification in Supply Chain Management • Minimum 8 years' experience in supply chain at senior management level.

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 utilisation• 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.

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. Willing to adapt work schedule in accordance with professional requirements.

DUTIES: Provide strategic leadership in the development, implementation and maintenance of SCM policies, norm & standards, directives and guidelines: Undertake research on latest SCM management trends. Collate all relevant information and infuse them in SCM strategic policy. Source SCM policies, guidelines and directives from the National Treasury. Advise and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations. Undertake the effective monitoring and evaluation of department's SCM policies. Oversee the development, management, implementation, and account for the system of demand and acquisition of goods; services and works related to infrastructure/construction, property and facilities management as well as contract management: Oversee the demand management services. Manage and control the acquisition of goods & services, infrastructure, property and facilities management. Oversee and manage contract management systems including the strategic management of supplier relationships. Oversee the development, management, implementation and account for the system of Logistics, Movable Assets, Monitoring, Performance, Risk Management and Reporting. Implement and oversee an efficient and logistics function that are compliant with policies, procedures and applicable legislation. Oversee the development, management and the implementation of the

movable asset management plan as well as the disposal plan. Oversee the implementation of a SCM performance monitoring system, risk management and reporting. Manage the Branch: Manage the development and implementation good corporate governance practices. Plan, organise and control activities pertaining to the functions of the branch. Manage all the resources allocated to the unit. 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: Mr Sifiso Mdakane Tel No: 082 929 9885

APPLICATIONS: All applications for this position must be submitted only via email to: Recruitment26-@dpw.gov.za

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