

## 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, DPISA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form. 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 and curb the costs incurred by applicants the following measures regarding certification have been put in place: 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 the HR unit 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. 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 three (3) months, please regard your application as unsuccessful.

Regarding emailed applications, 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). It remains the candidate's responsibility to ensure that their application is successfully submitted.

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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-entryprogramme/>.

## **HEAD OF INFRASTRUCTURE OF SOUTH AFRICA: (SALARY LEVEL 16) (FIVE (5) YEAR CONTRACT) REF NO: 2024/..**

**SALARY:** All-inclusive salary package of R 2 259 984.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

**NOTE:** The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A postgraduate qualification (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. Ten (10) years of experience at Senior Management Level in relevant field, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.

**DUTIES:** Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) team, ensure adherence to governance systems and processes, and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.

**ENQUIRIES:** Mr SC Zaba, Tel (012) 406 1544

**APPLICATIONS:** All applications for this position must be submitted only via email to: [Recruitment24-@dpw.gov.za](mailto:Recruitment24-@dpw.gov.za)

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**SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR - GENERAL LEVEL), REF NO: 2024/**

**SALARY:** All-inclusive salary package of R1 741 770.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE:** Head Office (Pretoria)

**NOTE:** The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

**REQUIREMENTS:** A postgraduate qualification (NQF level 08) in Supply Chain Management, Logistics, Finance, Public Administration and Management Economic Management Sciences or any of the Built Environment qualifications as recognised by SAQA plus 8 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. **SKILLS:** Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Ability to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated, ability to design ideas without direction, People orientated, Hardworking, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

**DUTIES:** Undertake research on latest SCM trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice 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. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure complies with all statutory frameworks established within the public service and the department. Provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.

**ENQUIRIES:** Mr SC Zaba, Tel (012) 406 1544

**APPLICATIONS:** All applications for this position must be submitted only via email to: Recruitment24-@dpw.gov.za

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## **DEPUTY DIRECTOR GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP), REF NUMBER; 2024/**

**SALARY:** All-inclusive package of R1 741 770.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services. (70% of package) State's contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.

Note: It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

**CENTRE:** Head Office: Pretoria

**REQUIREMENTS:** • An NQF Level 8 qualification in the Built Environment, Management Sciences, Social Science, Economic Sciences, Public Policy, Development Studies as recognised by SAQA plus 8-10 years' experience at senior managerial level in the relevant field. **KNOWLEDGE:** • Knowledge of 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 • Extensive travelling • **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 with political office bearers, people orientated, hard-working; highly motivated.

**DUTIES:** • Manage and tie in agreements with funding agents (such as SETAs and others) for on-going support and resources to fund the participant training on EPWP projects • Manage, co-ordinate and monitor support systems to ensure implementers' training for EPWP projects • Support the implementation of EPWP across all three spheres of government • Commission research on latest trends to advance implementation of Public Employment Programmes • Ensure the development and implementation of effective and efficient acts, strategies and policies • Ensure that all EPWP policies contribute to the department's 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 the Medium Term Expenditure Framework • Oversee the coordination of various training and capacity building initiatives of the EPWP • Support public bodies in the different sectors to implement the EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets • Ensure promotion of labour-intensive methods across all spheres of government • Oversee the Implementation of the Technical Support Programme to ensure the participation by public bodies • Oversee the implementation of the labour-intensive infrastructure programmes; oversee the coordination of social and environmental development across all sectors of the Expanded Public Works Programme • Facilitate and co-ordinate all Non-State Sector activities within the EPWP • Oversee the coordination of Public Employment Programmes • Oversee the monitoring of the implementation of PEP-IMC resolutions within the branch and in collaboration with the relevant Departments • Oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme • Prepare reports on the state of the implementation of the EPWP Service Level Agreements • Manage and analyze research data • Manage the development, implementation and maintenance of an effective monitoring and evaluation framework • Oversee the design

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and management of a risk management plan • Analyse reports for the EPWP Programme • Manage the spatial analysis of Public Employment Programmes.

**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

## **DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH AND REGULATION REF NO: 2024/**

**SALARY:** All-inclusive package of **R1 741 770.00** per annum. (Total package to be structured in accordance with the rules of the Senior Management Services. (70% of package) State's contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.

Note: It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

**CENTRE:** Head Office, Pretoria

**REQUIREMENTS:** An NQF Level 8 qualification in the Built Environment, Property Management, Law, Policy Research and Development, Development Studies as recognised by SAQA plus 8-10 years' experience at senior managerial level in the relevant field. Extensive experience in research and policy development. Functioning of national, provincial and local government, Fundamental economics, Financial management, EPWP goals and objectives, Employment creation strategies, Appropriate labour intensive technologies and Skills development strategies. **SKILLS:** Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Marketing and liaison, Programme and project management, Relationship management, Influencing skills and Negotiation skills. **ATTRIBUTES:** Solution orientated, ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers.

**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. Develop and implement 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 Immoveable Asset Management. Oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: Manage, integrate and coordinate

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international relations. Identify and articulate issues of strategic significance to the department. Develop international relations framework. 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.

**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: 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.

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

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** An NQF Level 8 qualification in the Built environment plus minimum of 8 years' senior management relevant experience in facilities management, construction management or related. **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; seasoned 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.

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**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.

**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:** All-inclusive package of R 1 436 022.00 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

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**REQUIREMENTS:** An NQF Level 07 qualification in Human Resource Management, Public Management, Public Administration or 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

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

**SALARY:** All-inclusive package of R 1 436 022.00 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

**REQUIREMENTS:** An NQF Level qualification 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

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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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