

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

CLOSING DATE/TIME: 02 May 2025 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.

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/>.

NOTE: For emailed applications, please submit a SINGLE document or ONE ATTACHMENT per application to the email address designated for 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.

DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 2023/144  
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)

SALARY: R1 590 747 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 undergraduate qualification (NQF level 7) in Management Sciences, Behavioural Sciences, Social Sciences or related fields and a post-graduate qualification (NQF level 8) as recognised by SAQA. Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 - 10 years relevant experience at Senior Managerial level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative and Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.

DUTIES: Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation, Participate in EXCO,

MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.

ENQUIRIES: Mr SC Zaba Tel No: (012) 406 1544

APPLICATIONS: All applications for this position must be submitted only via email to: [Recruitment23-15@dpw.gov.za](mailto:Recruitment23-15@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