

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



CLOSING DATE: at 16H00

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and 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 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 121 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

CHIEF FINANCIAL OFFICER 2026/

SALARY: All-inclusive salary package of **R 2 446 749.00** per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

NOTE: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

JOB PURPOSE: To provide strategic and business leadership to the DPW and PMTE finance and supply chain management divisions to achieve their mission and strategic outcomes.

REQUIREMENTS: A minimum NQF 8 qualification in Financial Management or related field of study. 8 - 10 years' senior management experience in Finance Management.

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• 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• 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 Finance policies, directives, guidelines and strategic plans: Undertake research on latest finance trends. Collate all relevant information and infuse them in Finance strategic policy. Source financial policies, guidelines and directives from the National Treasury. Advise and monitor the implementation of National Treasury policies and guidelines in the Department's Strategic Plan. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations (particular on finance). Undertake the effective monitoring and evaluation of department's financial policies. Oversee all financial operations, including accounting, budgeting, forecasting, and financial reporting: Oversee the collation of components budgets. Ensure that the department's expenditure is in accordance with budget vote. Ensure that effective and appropriate steps are put in place to prevent unauthorised, irregular and fruitless expenditure. Prepare and present reports to the Executing Authority on budget irregularities. Prepare Departments' budget vote statements. Ensure that budget management complies at all times to the PFMA and MTEF. Ensure that financial reports/statements adhere to applicable financial standards. Manage the implementation of the department trading entity's financial strategies: Develop guidelines and strategies to manage the effective implementation of budget devolution initiatives and strategies. Oversee and monitor the implementation of the developed guidelines and strategies. Support the Director-General and management in the execution of their functions in terms of PFMA and Treasury Regulations: Establish and maintain effective and efficient financial, risk and internal control systems. Ensure the effective, efficient, economical and transparent use of Department's financial resources. Manage Department's working capital efficiently and economically; monitor the preparation and keep full and proper records on Department's financial affairs. Monitor the settling of all contractual obligations and collection of monies owing to the Department. Advise the Minister, Director General and Heads of Departments on financial management related policies. Monitor the implementation of policies on the management and writing off of damaged and lost assets; act as a link between the Department, National Treasury, Financial Institutions and relevant stakeholders. Represent the department in financial related matters. Manage the Branch: Plan, organise and control activities pertaining to the functions of the branch; 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 S Mdakane, Tel (082) 929 9885

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: Recruitment26-@dpw.gov.za

FOR ATTENTION: Ms NP Mudau

DEPUTY DIRECTOR-GENERAL: REAL ESTATE MANAGEMENT SERVICES (REMS) REF NO: 2026/

SALARY: All-inclusive salary package of **R 1 885 710.00** per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A minimum of NQF 8 in Real Estate Management Services, Built Environment or related field of study • 8- 10 years senior management relevant experience in real estate management services.

KNOWLEDGE: Real Estate Management • 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 • Change Management • Service Delivery Innovation (SDI).

SKILLS: Strategic capability and leadership • Programme and project management • Information and Knowledge management • People Management and empowerment • Problem solving and change management • Policy analysis and development • Client orientation and customer focus • Service delivery innovation • Financial management • Communication (verbal and written) • Computer literacy • Stakeholder management • Planning and coordination • Presentation and facilitation • Quality management.

PERSONAL ATTRIBUTES: Innovative • Creative • Resourceful • Liaising skills • Ability to effectively and efficiently under pressure • Ability to meet tight deadlines whilst producing excellent results • People orientated • Able to establish and maintain personal networks • Trustworthy • Hard working • Assertive • Highly motivated • Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

DUTIES: Oversee the development and review of legislation, strategies, and policies for estate management services - Undertake research on the latest trends and identify policy gaps. ensure the development and implementation of effective and efficient real estate management processes and standards in the department determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure economic efficiency in the Departments' real estate. Monitor and evaluate quality of real estate management services deliverables and ensure that set standards and measurements. Oversee the development of the strategic framework and management approach to lease management for both freehold and leasehold portfolio. Develop a master plan to manage the freehold and leasehold portfolios of government. Manage the acquisition of properties. Oversee the management of lease contracts. Provide strategic leadership in the management of the State-owned properties-: Oversee the management of the acquisition of the State properties. Oversee the management existing properties & vacant land. Oversee the disposal of states' fixed assets process. 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.

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FOR ATTENTION: Ms NP Mudau

DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION REF NO: 2026/

SALARY: All-inclusive salary package of R1 885 710.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A minimum of NQF 8 qualification in Policy Development, Law or related field of study • 8-10 senior management experience in the 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.

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 Immoveable 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. Ensure that internal policies are developed in line with the departmental strategic objectives and policy guidelines. 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.

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