

# SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

## Johannesburg Regional Office

**ALL JOHANNESBURG REGIONAL OFFICE APPLICATIONS:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017  
**ATTENTION:** Mr COM Nxumalo

### PROJECT MANAGER (X3 POSTS)

**SALARY:** R174 243 per annum **REF NO 2008/722**  
**CENTRE:** Johannesburg Regional Office

**REQUIREMENTS:** The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio-economic objectives under the supervision of a Senior Project Manager per Financial Year. Relevant recognized 3-4 years degree (B-Tech/Higher National Diploma) in any of the built environment disciplines (Architecture, Quantity Surveying, Engineering or Project management) and a Minimum of 2 years experience in the built environment or a National Diploma in any of the built environment disciplines as mentioned above with a minimum of 3 years experience in the planning and managing of projects in the built environment. Or National T,S or N stream certificate/diploma (minimum N3), including a trade test qualification with 3 years experience in the planning and managing of Projects in the built environment. A qualified candidate but not registered with the SACPCMP Council will qualify for level 08. Registration as a candidate with the South African Council for the Projects and Construction Management Professions (SACPCMP) will qualify for level 09 & 10. A valid driver's license. Computer literacy. Knowledge and understanding of the following

Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations, Environmental Conservation Act. Knowledge and understanding of the Government Procurement System. Good planning, financial and budgets skills. Sound analytical and good written and verbal communication skills.

**DUTIES:** Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function; cost, quality and time control. Manage project cost estimate and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities.

**ENQUIRIES:** Mr JL Liebenberg, Tel: (011) 713 6053

### QUANTITY SURVEYING CONTROL TECHNICIAN

**SALARY:** R217 482 per annum **REF NO 2008/723**  
**CENTRE:** Johannesburg Regional Office

**REQUIREMENTS:** National Diploma in Building Surveying (T/N/S stream). Appropriate relevant experience. A valid driver's license; Knowledge and understanding of the following: Construction Design and Construction, Applicable Legislation and Standard System of Measuring builders work, norms and standards; Occupational Health and Safety Act as well as a Building Regulations; Technical Knowledge of the general built environment. Technical aptitude and skills. Computer literacy (Q,S measuring programme, MS Office). Ability to work with Consultants, professionals and staff at various levels.

**DUTIES:** Visit sites, prepare estimates, advise on QS matters, prepare reports and material schedules, occupational health and safety and environmental requirements. Evaluate design and identify deficiencies and areas of non compliance. On site measurement surveys and evaluate architectural, structural structures. Determine and report progress, faults and snags. Determine compliance with technical standards, regulations and specifications. Establish and foster relations and communicate findings with clients.

**ENQUIRIES:** Mr J Liebenberg, Tel: (011) 713 6053

### ASSISTANT DIRECTOR:

#### HUMAN RESOURCE DEVELOPMENT AND LABOUR RELATIONS

**SALARY:** R 217 482 per annum **REF NO 2008/724**  
**CENTER:** Johannesburg Regional Office

**REQUIREMENTS:** A degree / National diploma in Human Resource Management or related fields. Appropriate Human Resource generalist experience. In depth knowledge of related legislations such Public Service Act and Regulations, Collective Agreements, LRA, BCEA, OHASA, PFMA, Skills Development Act, etc. Proven exposure/experience in collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. A valid driver's license and willingness to travel. Computer literacy.  
**DUTIES:** Implementation of Labour Legislations. Advise and consult with the line managers on labour relations and Human Resource Development issues. Pro actively project and manage departmental risks on industrial action. Maintain Labour Relations bursary and performance management database. Provide counselling related to ill health. Implement the Performance Management System in the Region. Implement and maintain all HR development programmes, policies and interventions for the Region. Report to head office on training and developmental needs and programmes. Lead sub-projects on organizational development interventions in the region. Provide reports on bursary administration, performance management, training and development including the co-ordination of the HRD committee.

**ENQUIRIES:** Mr COM Nxumalo, Tel: (011) 713 6039

## Regional Offices

### OFFICE MANAGER REGIONAL MANAGER'S OFFICE

**APPLICATIONS:** The Regional Director, Department of Public Works, Private Bag X9027, Cape Town, 8000  
**FOR ATTENTION:** Ms E Booysen

OR

**APPLICATIONS:** National Department of Public Works, Private Bag X3, Braamfontein, 2017  
**ATTENTION:** Mr COM Nxumalo

OR

**APPLICATIONS:** The Regional Manager, Department of PublicWorks Private Bag X5007, Mthatha, 5099  
**ATTENTION:** Mr V Bakubaku

**SALARY:** R174 243 per annum **REF NO 2008/721 A (Cape Town)**  
**2008/721 B (Johannesburg)**  
**2008/721 C (Mthatha)**

**CENTRE:** Regional Offices (Cape Town/ Johannesburg/Mthatha)

Applicants must clearly indicate the reference number, the field they are applying for and the centre where they want to be placed. Submit separate documentation for each position

**REQUIREMENTS:** An appropriate three year Diploma or Bachelor's Degree or equivalent qualification. Relevant appropriate experience. Excellent verbal and written communication skills. Exceptional report writing, presentation, general office and project management skills. Computer literate (MS Word/ Excel/Power Point/MS Project). Good understanding of PFMA, PPPFA and Government policies relating to Public Works. Sound financial management and budgeting skills. Strong analytical skills and assertiveness. Good interpersonal relations. Ability to work under pressure. Ability to deal with and manage outside stakeholders as well as internal staff.

**DUTIES:** Ensure the smooth functioning of the Regional Manager's office and uphold a positive image in the office. Set up systems to co-ordinate the flow of correspondence between the Regional Manager, Head Office and within the Regional Office and other Stakeholders. Track and follow up issues on behalf of the Regional Manager to ensure that issues are dealt with timeously. Ensure proper preparation of documentation and assist the Regional Manager by ensuring compilation of quality reports and other communication. Ensure that the administrative matters in the office of the Regional Manager are dealt with. Co-ordinate activities of the Regional Manager and provide advisory function. Assist with compilation of presentations and executive reports. Accompany the Regional Manager to meetings as and when required. Attend to all delegated functions and take to conclusion such actions. Consolidate all components reports to produce a monthly office report. Fully prepare for meetings. Take and distribute minutes of meetings. Monitor & report progress on all decisions taken. Assist the regional manager in the evaluation and analysis of regional management's quarterly business plans reports to ensure adherence to set targets and liaise with management in writing, on non-adherence on the Regional Manager's behalf. Assist in organizing for the region's special events. Compile, monitor and manage the budget of the Regional Manager, including monthly state of expenditure and MTEF reports.

**ENQUIRIES:** Mr F. Johnson, Tel: (021) 4022197 Cape Town  
Adv J Monare, Tel: (011) 731 6051JHB  
Ms N Tukela, Tel: (047) 502 7000 Umtata

## Head Office (Pretoria)

**ALL HEAD OFFICE (PRETORIA) APPLICATIONS:** The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand deliver to Central Government Offices Building, Corner Vermeulen and Bosman Street, Pretoria.  
**ATTENTION:** Mrs T Ntabeni



THIS AD HAS BEEN WITHDRAWN

### DEPUTY DIRECTOR: MONITORING AND EVALUATION (EPWP: SOCIAL AND ENVIRONMENT AND CULTURE SECTORS)

**SALARY:** All inclusive salary package of R407 745 per annum **REF NO 2008/729**  
**CENTRE:** Head Office Pretoria

**REQUIREMENTS:** A Degree in Social Sciences or related qualification. The candidate must have the following knowledge: Experience in monitoring, evaluation and research; Project and Financial Management. He / She must have the following skills: Strong research and analysis; Report writing; Effective communication (verbal and written); Knowledge of and skills in computers and competency in statistical packages e.g. STATA, SPSS. Ability to work under stressful situations and must be hard working.  
**DUTIES:** The incumbent will be responsible for data analysis; facilitating the inclusion of Social and Environment and Culture sector's data into EPWP reports. Develop and implement data integrity management plan for the sectors. Compile and present management reports on the progress of implementing sectors in EPWP. Coordinate the engagements between monitoring and evaluation unit and the EPWP Sectors. Commission evaluation studies; oversee their completion and dissemination of findings to all stakeholders.

**ENQUIRIES:** Ms K Zantsi, Tel: (012) 337 3388

### CONTROL INDUSTRIAL TECHNICIAN

**SALARY:** R 217 482 per annum **REF NO 2008/730**  
**CENTRE:** Head Office Pretoria

**REQUIREMENTS:** National Diploma or B Tech. degree in Water Care or Analytical Chemistry or equivalent qualification on that level. A driver's license is essential. The minimum requirement is a Code B driver's license. Appropriate experience demonstrating a high level of competence in laboratory management, chemical technology water purification practices and a sound knowledge of commercially available plants is required. Knowledge and understanding of legislation pertaining to water- and environmental matters is required. The following capabilities are essential: Handling of glassware and electronic analytical equipment, handling of purification plant equipment (pumps, dosing siphons, distribution arms on bio-filters, aerators, mechanical screens etc.). Computer literacy, good oral and written skills as well as interpersonal skills are required. Sound knowledge of sewage and potable water processes and operational procedures and good technical problem solving skills are required. Sound knowledge of chemical analytical procedures for water analysis and ability to solve chemical analysis problem is required.  
**DUTIES:** Interpretation of analytical data and problem identification. Laboratory inspection & establishment of inspection routine schedules in collaboration with technicians in various satellite laboratories. Supervision over final effluent reports to Department of Water Affairs. Liaison with regional office officials over repair & maintenance of water purification plants & briefing of consultants on water and liaising with design engineers on process design. Supervision over and training of laboratory personnel. Internal quality control & validation of database information. Drinking water quality and sewage purification plant final assessments. Liaise with officials of the Department of Water Affairs and Forestry, Department of Health and the Department of Environmental Affairs and Tourism to ensure that procedures are applied correctly and in accordance to the relevant Acts. Supervision and training of technicians in plants operations & problem solving.

**ENQUIRIES:** Ms ND Ndumo, Tel: (012) 337 2079

### ASSISTANT DIRECTOR: BURSARY ADMINISTRATION HUMAN RESOURCE DEVELOPMENT

**SALARY:** R174 243 per annum **REF NO 2008/731**  
**CENTRE:** Head Office Pretoria

**REQUIREMENTS:** A degree/ National Diploma in Human Resource Management or Development. Relevant experience in Bursary Management and related programmes. The incumbent must have the following knowledge: Preferential HRD policies and related legislation. Functioning of national, provincial and local government. Employment Equity Act and related policies. Performance Management and Career Development Systems. Knowledge and understanding of Higher/ Further Education systems. He/ she must have the following skills Ability to undertake research/ gather information. Interpersonal, communication and organizational skills. Presentation and report writing abilities. Project and Financial management. Basic numeracy skills.  
**DUTIES:** The effective maintenance of bursary information and conducting of bursary audits on all existing bursary holders. The effective facilitation of bursary payments and monitor expenditure on the Bursary programme. The development of a marketing strategy for marketing the bursary programme. The co-ordination of bursary committee meetings. Serve as contact person and advisor in relation to the implementation of external and internal bursary programme.

**ENQUIRIES:** Mr H Maila, Tel: (012) 337 3084

## Mthatha Regional Office

**ALL MTHATHA REGIONAL OFFICE APPLICATIONS:** The Regional Manager, Department of Public Works, Private Bag X5007, Mthatha, 5099.  
**ATTENTION:** Mr V Bakubaku

### SENIOR LEGAL ADMINISTRATION: CONTRACT ADMINISTRATION LEGAL SERVICES

**SALARY:** An all inclusive package R 407 745 per annum **REF NO 2008/725**  
**CENTRE:** Mthatha Regional Office

**REQUIREMENTS:** An appropriate degree/diploma or equivalent qualifications in Law with relevant experience. Knowledge and understanding of government procurement procedure and regulations, supply chain management, and contract administration. Strong negotiations skills. Verbal and written communication skills. Good interpersonal skills. Computer skills.

**DUTIES:** Reporting to the Regional Manager. The incumbent will be responsible for providing legal advice in respect of procurement and contract related legal issues. Liaise and interact with contractors and other service providers regarding procurement and contractual issues. Ensure effective administration of contracts by compiling letters of contractual documentation, administering court orders updating contract details on relevant electronic systems. Updating WCS, ensuring the safekeeping of all legal records such as contracts guarantees, etc, attending to and resolving contract-related enquiries.

**ENQUIRIES:** Ms N Tukela, Tel: (047) 502 7000

## SENIOR PROJECT MANAGER (2 POSTS)

**SALARY:** All inclusive salary of R407 745 per annum **REF NO 2008/726**  
**CENTRE:** Mthatha Regional Office

**REQUIREMENTS:** Relevant recognized 4 year degree, B Tech or National Higher Diploma in any of the built environment disciplines (Architecture, Quantity Surveying, Engineering or Project Management). Registered with SA Council for Projects and Construction Managers as Professional Construction Project Manager (PRCPM). Minimum of 5 years related project management experience in a Built Environment as a Project Manager. Professional registration in one of the built environment disciplines will be added advantage. Valid driver's license. Computer literacy. Knowledge and understanding of the following Acts: PFMA, Occupational Health and Safety as well as Building regulations and Environment Conservation Act. Knowledge and understanding of Government Procurement System. Good financial and budget skills. Sound analytical skills with good written and verbal communication.

**DUTIES:** Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage and control the administration, advertising and adjudication of bids. Ensure compliance to professional legislature, procurement and departmental policies. Make recommendations on construction policies. Procure consultants and contractors for construction projects. Ensure the nine (9) knowledgeable areas (Integration, scope time, cost, quality, human resource, communication, risk and procurement, management) are applied through the project cycle, which includes initiation, planning, design construction / implementation and closure. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time/cost. Make recommendations on approval and extension of contract periods. Establish and promote effective relationship with clients. Provide expert advice to the Department. Manage communication and documents for auditing purposes. Manage contractors and clients complex conflicts. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money payments to consultants and contractors. Manage client's budget allocations. Compile management reports of budget and expenditure. Maintain data integrity on WCS, etc. Manage Project Managers and administration staff. Coach, mentor and train staff. Manage employment-related processes.

**ENQUIRIES:** MR K C Pemba, Tel: (047) 502 7000

### DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETS

**SALARY:** All inclusive salary of R407 745 per annum **REF NO 2008/727**  
**CENTRE:** Mthatha Regional Office

**REQUIREMENTS:** A Bachelor's degree /National Diploma in Accounting/ Financial Management. Appropriate experience in Financial and Management Accounting functions. Ability to implement systems and exercise control to ensure sound financial administration. Knowledge of transversal systems applicable in Public Service will be an added advantage. Proven communication skills at all levels. Sound analytical and problem solving skills. Computer literacy. Appropriate and relevant management experience  
**DUTIES:** Ensure compliance, implementation and maintenance of general recognized accounting practices and applicable financial system. Prepare and manage the regional office budget, effectively manage financial resources within the region, manage audits and implement a risk management plan. Ensure capacity building in respect of financial matters and systems within the office, manage salary administration and revenue. Manage reconciliation of ledger, including suspense accounts; manage accounts payable, accounts receivable. Give advice on a range of financial aspects of the department such as budgets, tax and cash flows; compilations of financial statements inputs, reports and ensure compliances to prescripts. Effective management of staff; contribute to the overall management of the Regional Office.

**ENQUIRIES:** Ms N Tukela Tel: (047) 502 7000

## CONTROL WORKS MANAGER (BUILDING)

**SALARY:** R217 482 per annum **REF NO 2008/728**  
**CENTRE:** Mthatha Regional Office

**REQUIREMENTS:** A relevant recognized three year Bachelor's degree / National Diploma (or equivalent qualifications) in any of the built environment disciplines. Engineering or Project Management) accompanied by proven extensive technical experience. Ability to plan, organize and manage people and resources. A valid code 8 driver's license. Computer literacy. Knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System, plus appropriate post qualification experience. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.  
**DUTIES:** Manage and supervise the building works component, prepare comprehensive maintenance plans for all properties in the portfolio. Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect buildings. Prepare tender documentation. Verify and certify invoices for contractors. Comply with OHSA. Ensure effective and efficient management functions related to buildings/ civil disciplines. Prepare and compile monthly reports.

**ENQUIRIES:** Ms N Ngoobo, Tel: (047) 502 7000

## Nelspruit Regional Office

**ALL NELSPRUIT REGIONAL OFFICE APPLICATIONS:** The Director General, Department of Public Works, Private Bag X11280, Nelspruit 1200  
**ATTENTION:** Ms NP Nkosi

### CONTROL WORKS MANAGER: MECHANICAL AND ELECTRICAL WORKS MANAGEMENT

**SALARY:** R217 482 per annum **REF NO 2008/732**  
**CENTRE:** Nelspruit Regional Office

**REQUIREMENTS:** An appropriate Bachelor's degree/B-Tech/National Diploma with appropriate experience in Electrical or Mechanical Engineering or N3 plus trade test certificate in Electrical or Mechanical Engineering. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, Project Management, Property and Facilities Management, Government procurement processes and systems. The candidate must be in possession of a valid driver's licence, willing to travel and computer literate. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.

**DUTIES:** Ensure appropriate maintenance and repairs of electrical and mechanical installations and components in the state owned facilities to the required standards as guided by Laws and Regulations. Ensure registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage expenditure of day to day maintenance budget as per PFMA. Ensure compliance to OHSA, National Building Regulations Act. Manage and monitor performance of Chief Works Managers and ensure implementation of PMDS.

**ENQUIRIES:** Ms M Mokgohloa, Tel: (013) 753 6300



**NOTE:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

Application should be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, certified copies of qualifications and Identification Document. Should you not hear from us within two months, please regard your application as unsuccessful.

Please forward your application, quoting the relevant reference number, to the address mentioned at each Regional Office. NB: No faxed or e-mail applications will be accepted.

**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 your appointment is subject to Verification of Qualifications and a Security Clearance.

**Applications must reach us by no later than 16H00. Applications received after closing date will not be considered.**

**CLOSING DATE: 22 AUGUST 2008**



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA