

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 05 May 2017, 16h00
- NOTE** : 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 must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. 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 and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 15/31** : **CHIEF DIRECTOR: SCM INFRASTRUCTURE FACILITIES AND PROPERTY MANAGEMENT REF NO: 2017/03**
36 months contract

- SALARY** : All inclusive salary package of R1 068 564 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Quantity Surveyor, Registered as a Quantity Surveyor. Preferences will be given to a candidate who has SCM experience and must have previous experience in property management and an advantage dealing with Facility Management. Five year of experience at a senior management level with extensive relevant experience in Supply Chain Management/property management. Skills: Strategic Management, Senior Management, Programme and Project Management, sound analytical and problem identification and solving, numeracy, relationship management, interpersonal and diplomacy, decision making, motivational, negotiation, advance verbal communication and report writing, computer literacy, ability to interact with clients and stakeholders in a professional and assertive manner, high ethical standard, ability to conduct business integrity in a fair and reasonable manner, ability to promote mutual trust and respect, innovative thinking, creative, solution orientated, ability to design ideas without direction, people orientate, hardworking, highly motivated, the ability to work effectively and efficiently under sustain pressure, the ability to meet tight deadline while delivering excellent results. The candidate will be required to work under pressure to deliver/meet tight deadlines. A valid driver's licence. Knowledge: relevant legislation, financial management, state budgetary systems, procurement and provisioning of directives, procedures and financial systems. In depth knowledge of the framework for Supply Chain Management (Regulations in terms of Public Finance Management Act), Framework for Minimum Training and deployment, code of conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, Construction Industry Development Board Act and Prescript, State Information Technology Act, Public Services Act, Public Service Regulations and other relevant legislations.
- DUTIES** : Participate in the reform process of SCM Infrastructure, Property and Facilities Management, Drafting SCM lease policy, Drafting SCM Infrastructure policy, setting up the NBAC/NBEC and NBSC for Lease, Facility Management and Infrastructure, Writing of relevant circulars implemented. Ensure quality reports are submitted to the various committees. Manage the reporting requirements to ensure

that information is submitted timeously. Participate in Project Management (including IT). Keeping abreast with National Treasury SCM regulations and implement the changes accordingly. Attend Exco meetings when necessary. Prepare submission report on the divisions and other Adhoc reports for reporting purposes.

ENQUIRIES
NOTE

: Ms A Chowan, Tel no: (012) 492 3249
: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.

POST 15/32

: **CHIEF DIRECTOR: INFORMATION TECHNOLOGY REF NO: 2017/04**

SALARY
CENTRE
REQUIREMENTS

: All inclusive salary package of R1 068 564 per annum
: Head Office (Pretoria)
: A three year tertiary qualification in Computer Sciences and/or Information Technology. Five year of experience at a Senior management level with extensive relevant experience in Information Services management. Relevant management and/or supervisory experience. Training in management courses. Preparedness to travel. Skills: Leadership and management. 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. Motivational. Numeracy. Advanced interpersonal and diplomacy skills. Knowledge: Information Technology policies and standards. GITO policies and objectives. Business process modelling. Contract management. Policy formulation. System development lifecycle. Information Technology infrastructure management policies. Information Technology audit and governance. Supply Chain Management. Computer systems analysis. The Public Finance Management Act. Public Service regulations. System management. Project management. Network strategy (LAN, WAN, etc.). Financial systems. Infrastructure project systems. Enterprise resource planning systems. Personal attributes: The ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. The ability to conduct business with integrity and in a fair and reasonable manner. The ability to promote mutual trust and respect. Innovative. Creative. Solution orientated. The ability to design ideas without direction. People orientated. Hard-working. Highly motivated. The ability to work effectively and efficiently under sustained pressure. The ability to meet tight deadlines whilst delivering excellent results. Willingness to adapt work schedule in accordance with professional requirements.

DUTIES

: Provide management support in the development of effective ICT strategy and manage the implementation and maintenance thereof. Undertake research on Government information management directives and guidelines. Manage the introduction of the new ICT Enterprise resources plan. Provide professional advice on latest ICT management trends. Ensure that current ICT issues are strategically addressed. Ensure that the ICT strategy is in line with the Department's strategic objectives and mandate. Undertake continuous monitoring and evaluation of the ICT strategy. Ensure the inclusion of ICT quality, governance and risk management frameworks in the ICT strategy. Collate and present reports on the performance of the ICT strategy. Coordinate all ICT functions in support of the Department's strategic objectives. Manage the undertaking of an effective system analysis. Define and implement a systems architecture in line with the ICT strategy. Implement measures to improve the system maturity across the organisation. Ensure effective Web and Database administration. Manage the implementation and maintenance of an ICT network infrastructure. Manage the procurement and deployment of hardware infrastructure in alignment with business needs and priorities. Coordinate and manage all Information Services-related projects in support of the Department's strategic objectives. Ensure that ICT projects are executed in lines with defined plans and remain on track to meet stated benefits. Manage the identification of the Department's ICT needs. Manage the acquisition of identified needs. Oversee the provision of an effective ICT client support service and implement a continuous improvement plan. Ensure the implementation and maintenance of an effective ICT policy. Implement and maintain good corporate governance within the Department. Define measures required to achieve alignment with ICT governance requirements, including the King III Code of Conduct. Define and implement an ICT governance framework within the Department. Ensure that ICT monitoring and reporting are performed in line with

the defined Governance framework. Define and implement ICT policies in alignment with the ICT governance framework. Serve as the chairperson of any ICT governance forums that may be implemented within DPW. Ensure appropriate ICT representation at other governance forums where potential ICT impact is expected. Oversee the implementation and maintenance of ICT processes. Ensure that all control systems comply with all statutory frameworks established within the Department. Effectively manage budget inputs and allocations. Oversee the monitoring of expenditure against allocations and the Government policies. Ensure that all applications and use of ICT equipment are in line with the DPSA and GITO. Report any breach or failure to comply with any corporate governance guidelines and frameworks. Effectively manage the Information Technology component. Contribute strategic inputs to enhance the effective management of the Department. Develop and maintain conducive relationships with stakeholders, including other business units within DPW. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Manage all human resources allocated to the Directorate. Effectively engage with and manage any vendors or sub-contractors within the ICT environment. Ensure accurate financial accounts are kept and that financial procedures are being adhered to for proper, effective and efficient use of resources within the law as well, as provide such information required by the Minister, Parliament and Auditor-General to enable reporting and an internal audit of the accounts.

ENQUIRIES
NOTE

- : Ms TB Hlatshwayo, Tel no: (012) 406 1990
- : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance.