

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.

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 32/95 : **DIVISIONAL HEAD: REAL ESTATE MANAGEMENT SERVICES REF NO: 2017/42**
Job Purpose: To provide strategic leadership in the implementation of estate management services and general support services.

SALARY : All-inclusive salary package of R1, 299 501.00 per annum (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 07) in Construction Management or equivalent qualification and a post graduate qualification (NQF level 08). 8-10 years relevant experience at a senior management in the built environment. Knowledge: Relevant Public Service Regulations, project Management discipline and life cycle, Project Management Techniques and tools, Skills: people Management and empowerment, problem solving & Change Management, client orientation & Customer focus, service delivery innovation, financial Management, Computer Literacy, Stakeholder Management, Planning coordination, Presentation and Facilitation, Quality Management, willingness to adapt to a tight work schedule in accordance with professional requirement, driver's license and required to travel extensively. Personal Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and Integrity. Influencing. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Required to travel extensively.

DUTIES : Provide strategic leadership in the development, reviewing of legislation, strategies and policies for estate management services, undertake researches on latest project management tools and methodologies. Process and standards trends. Ensure the development undertake researches on latest project management tools and methodologies, processes and standards trends. Ensure the development and implementation of effective and efficient project management tools and methodologies, 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` projects. Oversee the execution of construction projects from the initiation through to project closure. Monitor and evaluate quality of project deliverables and ensure that set standards and measurements. Develop 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 property payments. Oversee the management of lease contracts. Develop and implement 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 directorate. Incorporate and implement new and innovative ideas on the best practices.

**ENQUIRIES
APPLICATIONS**

: Mr. SC Zaba Tel no: (012) 406 1548
: 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
CLOSING DATE
NOTE**

: Ms N.P Mudau
: 25 August 2017
: 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.

POST 32/96

: **SENIOR EXECUTIVE OFFICER: PMTE REF NO: 2017/43**
Job Purpose: To provide strategic leadership in the implementation of estate management services and general support services.

SALARY

: All-inclusive salary package of R1, 442 268 per annum (total package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: An undergraduate qualification (NQF level 07) in built environment discipline and a post graduate qualification (NQF level 08) in the built environment disciplines, management sciences, finance or related fields. 8-10 years relevant senior management experience in the construction and property sectors, investment management and finance. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation. Knowledge and understanding of project management. Knowledge and understanding of government procurement policy framework. Understanding government planning processes, including municipal planning processes. 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: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and Integrity. Influencing. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours.

DUTIES

: Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures to support the implementation. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximisation. Manage the provision of office accommodation to client departments through the construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of asset register. Development and implementation of the built environment Green Economy Programmes and institutionalisation of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA Provide strategic leadership in of the implementation asset management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).

ENQUIRIES APPLICATIONS : Mr SC Zaba Tel no: (012) 406 1548
 : 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 CLOSING DATE NOTE : Ms N.P Mudau
 : 25 August 2017
 : 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.

POST 32/97 : **DIRECTOR: LITIGATION REF NO: 2017/44**

SALARY : All-inclusive salary package of R898 743 per annum (total package to be structured in accordance with the rules of the Senior Management Service)
CENTRE REQUIREMENTS : Head Office (Pretoria)
 : A four year tertiary qualifications or LLB Degree plus admission as an Advocate/Attorney of the High Court. Five year of experience at a senior management level with extensive relevant experience in litigation, management of contracts and legislative drafting. Experience in handling labour disputes. Sound knowledge of the South African Legal System. Knowledge of the mandate and functions of the Department. Knowledge of PFMA, PAIA, PAJA, Employment Equity Act, Public Service Act and related policies. Knowledge of the functioning of National, provincial and Local Government and interpretation of legislation. Ability to communicate at all levels, particularly at executive level. Sounds analytical, problem identification and solving skills. Ability to meet tight deadlines whilst delivering excellent results, computer literacy, advances interpersonal and diplomacy skills. Valid driver's licence.

DUTIES : Effective management support of legal services: Provide legal advice, guidance and opinion to the Minister, top management and the Department at large (including Regional Offices in of matters on interpretation and implementation that may arise. Draft legislation (both primary as well as secondary) for Departmental use. Draft and amend various contracts to ensure legal acceptability thereof and the protection of the interest of the Department, including the drafting of and commenting on standard contract forms and other standards document formats. Effective management of litigation functions: Liaise between the Department and various offices of the State Attorney on all litigation matters. Provide assistance to the HR component regarding labour relations by presiding over disciplinary hearings, and provide legal advice on labour relations issues. Effective management of the component: Compile other interim audit reports required by the Director – General during the year, respond to all queries received from the Director- General Offices.

ENQUIRIES APPLICATIONS : Mr B Ntlou Tel no: (012) 406 1276/1249
 : 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 CLOSING DATE NOTE : Ms N.P Mudau
 : 25 August 2017
 : 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.

OTHER POSTS

POST 32/98 : **DEPUTY DIRECTOR: INTERNAL AUDIT 4 POSTS REF NO: 2017/41**
 36 months contract

SALARY : All-inclusive salary package of R779 295 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Auditing and Accounting. Certified Internal Auditor. Chartered Accountant/Post Graduate SAICA qualifications will be an added advantage and a practicing auditor qualifications with extensive experience. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of SAICA and IIA. Knowledge of Teammate and must have a driver's license will be subjected to security clearance.

DUTIES : Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; ensure that conclusions and audit results are based on appropriate analysis and evaluation; attend exit conference on completion of Audit assignment and present audit results; implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; governance and compliance audits; performance information audits (predetermined objectives) performance audits and any other specialized audits as identified.

ENQUIRIES APPLICATIONS : Ms T Tukisi Tel no: (012) 406 1334
: 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 CLOSING DATE : Ms N.P Mudau
: 25 August 2017

NOTE : It will be expected of the successful candidate to sign a performance agreement and be subjected to security clearance.

POST 32/99 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE AND SCM) 11 POSTS**
24 months contract

SALARY CENTRE : All-inclusive salary package of R779 295 per annum.
: Bloemfontein Ref No: 2017/ 45 A
Cape Town Ref No: 2017/ 45 B
Durban Ref No: 2017/45 C
Johannesburg Ref No: 2017/45 D
Kimberley Ref No: 2017/45 E
Mmabatho Ref No: 2017/45 F
Nelspruit Ref No: 2017/45 G
Polokwane Ref No: 2017/45 H
Pretoria Ref No: 2017/45 I
Port Elizabeth Ref No: 2017/45 J
Umtata Ref No: 2017/45 K

REQUIREMENTS : A three year tertiary qualification in Financial Accounting, Internal Auditing or equivalent and extensive relevant experience. CA (SA) or equivalent qualification will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Knowledge or experience in lease accounting will be an advantage. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Managing the project for payment of inter-governmental debt for PMTE. Perform detailed data analysis of large data. Liaise with stakeholders like departments, municipalities, regional offices and National Treasury. Provide technical financial support to the line function in order to produce accurate and complete financial

information in terms of GRAP on a timely basis for the preparation of Interim and Annual Financial Statements. Regular reporting on the project progress. Review of financial information presented by line function for accuracy, completeness and classification before the information is used for financial statement purposes, including compiling disclosure notes and supporting detailed workings and schedules.

ENQUIRIES : Ms S Stipec, Tel no: (012) 406 1863
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 : 18 August 2017

POST 32/100 : **DEPUTY DIRECTOR: FINANCIAL REPORTING (ARREAR MUNICIPAL SERVICES AND PROPERTY RATES) REF NO: 2017/46**
24 months contract

SALARY : All inclusive salary package of R779 295 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A relevant undergraduate qualification (NQF Level 7) in Financial Accounting plus 5 years' experience at middle/senior managerial level in financial management and reporting. CA (SA) or equivalent qualification will be an advantage. Knowledge: Public sector experience, extensive applied knowledge of GRAP, PFMA, Public Service Regulations, Financial Systems (preferably SAGE), MFMA and financial management. Must understand the national and municipal government debt environment. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to conduct research and gather information, ability to work on specific time frames, management skills, numeric skills. Strong negotiation skills. Willingness to travel and a valid driver's license.

DUTIES : Management of production, incidental and administration of lease accounts and lease register, including monthly monitoring of lease expenditure. Assisting in reviewing efficiency and effectiveness of systems of internal controls in the region in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, leases expenses, immovable assets and project related expenses). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Develop and monitor audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Ms S Stipec, Tel no: (012) 406 1863
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 : 18 August 2017

POST 32/101 : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2017/47**

SALARY : All-inclusive salary package of R779 295 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A matric certificate and 8 to 10 years relevant experiences in stakeholder management and coordination experience. Knowledge of South African cooperative governance systems and related Protocols and coordination mechanisms will be an added advantage. Ability to implement the departmental intergovernmental relations policies and strategies to support the public works sector and other relevant stakeholders.

Proven financial management, interpersonal and written communication skills. Understanding of PFMA and relevant government regulations and policies. Computer literacy, especially working with spreadsheets and report writing.

DUTIES : The successful candidate will support the Chief Directorate: Intergovernmental Relations to achieve its set objectives particularly in the coordination and management of sector governance structures, minutes and report writing. Ensure healthy working relationships with organs of state across spheres of government relevant to Public Works Mandate through the implementation of agreed decisions taken at sector governance structures.

ENQUIRIES : Mr. AN Mthombeni Tel no: (012) 406 1100

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 : 18 August 2017

POST 32/102 : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER 11 POSTS REF NO: 2017/48**

SALARY : All-inclusive salary package of R779 295 per annum

CENTRE : (1 Post) Bloemfontein Ref No: 2017/48 A
(1 Post) Cape Town Ref No: 2017/48 B
(1 Post) Durban Ref No: 2017/48 C
(1 Post) Johannesburg Ref No: 2017/48 D
(1 Post) Kimberley Ref No: 2017/48 E
(1 Post) Mmabatho Ref No: 2017/48 F
(1 Post) Nelspruit Ref No: 2017/48 G
(1 Post) Polokwane Ref No: 2017/48 H
(1 Post) Pretoria Ref No: 2017/48 I
(1 Post) Port Elizabeth Ref No: 2017/48 J
(1 Post) Umtata Ref No: 2017/48 K

REQUIREMENTS : A three-year tertiary qualification in Commerce, Property Management, Built Environment, Asset Management, Business Administration or equivalent. Extensive relevant experience in managing projects. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immoveable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel no: (012) 406 1143

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 : 18 August 2017

POST 32/103 : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND INVESTIGATIONS 11 POSTS**
24 month contract

SALARY : R334 545 per annum
CENTRE : (1 Post) Bloemfontein Ref No: 2017/49 A
(1 Post) Cape Town Ref No: 2017/49 B
(1 Post) Durban Ref No: 2017/49 C
(1 Post) Johannesburg Ref No: 2017/49 D
(1 Post) Kimberley Ref No: 2017/49 E
(1 Post) Mmabatho Ref No: 2017/49 F
(1 Post) Head Office Ref No: 2017/49 G
(1 Post) Polokwane Ref No: 2017/49 H
(1 Post) Pretoria Ref No: 2017/49 I
(1 Post) Port Elizabeth Ref No: 2017/49 J
(1 Post) Umtata Ref No: 2017/49 K

REQUIREMENTS : A three year Tertiary qualification in Finance / Accounting or Auditing, Relevant working experience in the field of internal control, finance and /or auditing experience. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards. Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS). Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES : Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s, Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC), Review the adequacy of evidence gathered to substantiate the investigation conclusion, Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings, Regularly review and submit progress reports on the investigation, Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure, Compile and present report on causes of irregular and fruitless and wasteful expenditure.

ENQUIRIES : Mr L Toona Tel no: (012) 406 2123
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 : 18 August 2017

POST 32/104 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING**
COMPONENT: PMTE FINANCE AND SCM REF NO: 2017/50 11 POSTS
(24 months contract)

SALARY : R417 552 per annum
CENTRE : (1 Post) Bloemfontein Ref No: 2017/50 A
(1 Post) Cape Town Ref No: 2017/50 B
(1 Post) Durban Ref No: 2017/50 C
(1 Post) Johannesburg Ref No: 2017/50 D
(1 Post) Kimberley Ref No: 2017/50 E
(1 Post) Mmabatho Ref No: 2017/50 F
(1 Post) Nelspruit Ref No: 2017/50 G
(1 Post) Polokwane Ref No: 2017/50 H
(1 Post) Pretoria Ref No: 2017/50 I
(1 Post) Port Elizabeth Ref No: 2017/50 J
(1 Post) Umtata Ref No: 2017/50 K

REQUIREMENTS : A three year tertiary qualification in Financial Accounting, Internal Auditing or equivalent and extensive relevant experience. CA (SA) or equivalent qualification will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Knowledge or experience in property and construction asset industry advantage. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Assisting in the implementing of efficient and effective finance systems to manage accounts and be able to report on a regular basis. Assist in the development and implementation of audit action plans. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting, compliance certificate reporting.

ENQUIRIES : Ms S Stipek, Tel no: (012) 406 1168
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 : 18 August 2017

POST 32/105 : **ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT 10 POSTS REF NO: 2017/51**

SALARY : R417 552 per annum
CENTRE : (1 Post) Johannesburg Ref No: 2017/51 A
(1 Post) Bloemfontein Ref No: 2017/51 B
(1 Post) Kimberly Ref No: 2017/51 C
(1 Post) Durban Ref No: 2017/51 D
(1 Post) Cape Town Ref No: 2017/51 E
(1 Post) Mthatha Ref No: 2017/51 F
(1 Post) Port Elizabeth Ref No: 2017/51 G
(1 Post) Polokwane Ref No: 2017/51 H
(1 Post) Nelspruit Ref No: 2017/51 I
(1 post) Mmabatho Ref No: 2017/51 J

REQUIREMENTS : A three (3) year tertiary qualification from recognized and accredited institutions in the following fields: Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development Programmes at a supervisory level, and possess a valid driver's licence. Knowledge and understanding of National Skills Strategy, Youth Accord, Public Finance Management Act, Skills Development Act, National Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively. Experience in PERSAL will be an added advantage.

DUTIES : Provide input in the development and monitoring implementation of Capacity Building programme guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Capacity Building Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Capacity Building programmes. Represent DPW at various stakeholder

workshops and meetings. Administer the database pertaining to Capacity Building programmes beneficiaries. Render administrative services to programmes' Finances. Assist in the Development of financial processes and systems for Capacity Building programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Capacity Building programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Distributes reports to sponsors. Recommend further improvement of the logical frame work.

ENQUIRIES : Ms. T Msibi Tel no: (012) 406 1344
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 : 18 August 2017

POST 32/106 : **ASSISTANT DIRECTOR PROVISIONING & LOGISTICAL SERVICES REF NO: 2017/52**

SALARY : R417 5520 per annum
REQUIREMENTS : Three year tertiary qualification in Purchasing or Logistics and appropriate relevant experience in Provisioning and Logistics management. Strong management and supervisory skills. A thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, PPPFA and other relevant legislation and ability to implement these prescripts. Knowledge of transversal systems e.g. Logis will be an added advantage. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership and communication skills, verbal and written; presentation skills, budgeting skills, computer literacy. A creative assertive, self-motivated, reliable, integrity and honest individual.

DUTIES : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Provision of status progress reports highlighting trends, problems, risks, etc. with recommendation for improvement. Management of registry, telephone service, transport and contracts for rented labour saving devices e.g. faxes, copiers etc. maintenance of a sound transport management and scheduling systems to ensure optimum transport availability. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Management of unit resources including budgets and Human Resources, Management of movable assets, Management of disposals. Verification of payments. Warehouses/stores management. Budget management. IT support to the office. Training and staff development. Manage hotel accommodation. Manage switchboard. Act as a Logis systems controller.

ENQUIRIES : Mr. S. Mkutukana Tel no: (041) 408 2040
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056
FOR ATTENTION : Ms F Clark
CLOSING DATE : 18 August 2017