

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

OTHER POSTS

POST 33/06 : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER PROJECTS & SUPPORT Ref No: 2017/57**

SALARY : All-inclusive salary package of R779 295 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Three year tertiary qualification in Law, Property Management and Asset Management. Appropriate experience in Property Management, Conveyancing and / or State Land Administration. 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 deadline 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 : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Manage day-to-day operational aspects of a project and scope. Provide appropriate support regarding the implementation of the Operation Bring Back Strategy. Identify and record all State land expropriated by DPW as contemplated by the Expropriation Bill of 2016. Research/literature on new developments on project management methodologies, Research and management of Title Deeds. Liaise and interact with relevant stakeholders on the following projects: Surveying of land parcels, Vesting of land parcels and endorsements of Title Deeds, Implementation of the State Domestic Facilities Framework. Conveyancing of approved disposals. Process, manage and transfer all approved disposals for socio economic and Land Reform purposes in line with the Disposal policy and section 42 of the PFMA. 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 : 25 August 2017

POST 33/07 : **DEPUTY DIRECTOR: IT POLICY AND SECURITY: INFORMATION TECHNOLOGY REF NO: 2017/58**

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

REQUIREMENTS : A three year tertiary qualification in Information Technology/Information Systems or equivalent ICT qualification with appropriate experience in an IT environment. Expert knowledge of ICT governance frameworks and a good understanding of System Development Life Cycle and ICT Security. ITIL and COBIT certifications will be advantageous. Knowledge of IT audit and IT Risk Management. Poses strong verbal and written communication as well as negotiation skills. The candidate must demonstrate high policy development, implementation and supervisory skills. Possess tact, good ethics and high level of diplomacy. Hands-on team leadership and management experience, ideally coupled with suitable management qualifications such as Advanced Management Programs or Operations within the Chief Information Officer team. A valid driver's license.

DUTIES : Routine line management and leadership of staff within the Information Security Management function. Leadership and strategic direction for the function, ranging from planning, budgeting to execution of tasks and projects to motivational and promotional activities expounding the value of information security. Liaise with and offers strategic direction to related governance functions (such as Physical Security/Facilities, Risk Management, ICT, HR, Legal and Compliance) plus senior and middle managers throughout the department on information security matters related to emerging security risks and control technologies. Guide the ICT related business processes with regards to departmental information security ambassadors within various committees. Leads the design, implementation, operation and maintenance of the Information Security Management System based on the ISO series standards, procedures and guidelines, in conjunction with the Security Committees. Forms a "Centre of Excellence" for information security management, throughout the department and promote the advantages of managing information security risks efficiently and effectively. Leads the design and operation of related compliance monitoring and improvement infrastructure and operations to ensure. Leads or commissions suitable information security awareness, training and educational activities. Leads the compliance with government entities tasked with Information and Communications Technologies. Oversee secure hosting of hardware, tools and software internally and externally. Conduct continuous research and recommends best practices for the latest ICT Security technologies and software. Leads or commissions information security risk assessments and controls selection activities. Leads or commissions activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties. Interface with peers in the Systems and Network institutions in the corporate security environment through information sharing and co-operation. Lead the development and implementation of the Business Continuity and Disaster Recover Plans as well as storage. Responsible for the choice of the end to end security technologies.

ENQUIRIES APPLICATIONS : Ms L Skhosana, Tel no: (012) 406 1286 / 012 492 2317
: 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

POST 33/08 : **DEPUTY DIRECTOR: ICT CALL CENTRE SERVICES INFORMATION TECHNOLOGY Ref No: 2017/59**
(24 months contract)

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

REQUIREMENTS : A three year qualification in Client services or equivalent qualification with appropriate experience in a Call centre / IT environment. Expert knowledge of call / contact centre environment frameworks and a good understanding of end to end

built environment business applications and ICT client services. ITIL and COBIT certifications will be advantageous. Knowledge and application of IT Change management processes and Call centre best practices. Express knowledge of Service desk technologies and systems, their application and performance within the client services value chain. Poses strong verbal and written communication as well as negotiation skills. Ability to address client complaints at all levels. The candidate must express high policy development, implementation and supervisory skills. Possess tact, good ethics and high level of diplomacy. Hands-on team leadership, coaching and staff motivation. Competency in time management. The candidate must be knowledgeable about various technologies within the ICT industry. A valid driver's license. The candidate should be prepared to work shifts and week-ends.

DUTIES

: Managing the daily running of the call centre, including sourcing equipment, effective resource planning and implementing call centre strategies and operations. Setting and meeting performance targets for speed, efficiency, service and quality. Ensuring all relevant communications, records and data are updated and recorded. Liaising with supervisors, team leaders, operatives and third parties to gather information and resolve issues. Maintaining up-to-date knowledge of industry developments and involvement in networks. Monitoring random calls to improve quality, minimize errors and track operative performance. Coordinating staff requirements, performance and identifying training needs and planning training sessions. Recording statistics, user rates and the performance levels of the centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet the demands. Coaching, motivating and retaining staff. Forecasting and analysing data against budget figures on a weekly and/or monthly basis. Determines call centre operational strategies by conducting needs assessments, performance reviews, capacity planning, and cost/benefit analyses; identifying and evaluating state-of-the-art technologies; defining user requirements; establishing technical specifications, and production, productivity, quality, and customer-service standards; contributing information and analysis to organizational strategic plans and reviews. Develops customer interaction and voice response systems, networks; designing user interfaces; developing and executing user acceptance test plans and implementation of their control. Maintains and improves call centre operations by monitoring system performance; identifying and resolving problems; preparing and completing action plans; completing system audits and analysis; process improvement, quality assurance program and installing upgrades. Accomplishes overall call centre human resource objectives. Meets call centre financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions. Prepares call centre performance reports by collecting, analysing, and summarizing data and trends. Maintains equipment by evaluating and installing equipment; developing preventive maintenance programs; calling for repairs; evaluating and implementing upgrades. Maintains professional and technical knowledge by tracking emerging trends in call centre operations management; attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Ensure the Call Centre meets and exceeds our customer needs. Define achievable targets and goals for agents and teams to ensure we meet customer and business needs. Regularly review as required to support the business. Ensure the team meets the above targets and goals. Manage department resources as required to support customer demands. Puts in place new ideas and best business practice and drive these initiatives. Directly handle escalated customer queries and complaints. Put in place a sustainable supervisory and management structure to sustain the day-to-day functioning of the department. Promote and utilize the CRM system for every customer contact. Analyse trends, customer satisfaction surveys and drive a continuous improvement philosophy within the contact centre. Find ways of getting team morale to a high standard, and being sympathetic and understanding of the day-to-day stress levels incurred by the agents.

ENQUIRIES : Ms L Skhosana, Tel no: (012) 406 1286 / 012 492 2317
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 : 25 August 2017

POST 33/09 : **DEPUTY DIRECTOR: FINANCIAL REPORTING (ARREAR MUNICIPAL SERVICES AND PROPERTY RATES) REF NO: 2017/60**
24 months contract
This is a re-advertised post. Applicants who applied previously are encouraged to re-apply.

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 understanding 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 : 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 Stipek, 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 : 25 August 2017

POST 33/10 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE AND SCM) 11 POSTS**
24 months contract
This is a re-advertised post. Applicants who applied previously are encouraged to re-apply.

SALARY : All-inclusive salary package of R779 295 per annum.
CENTRE : Bloemfontein Ref No: 2017/ 61 A
Cape Town Ref No: 2017/ 61 B
Durban Ref No: 2017/61 C
Johannesburg Ref No: 2017/61 D
Kimberley Ref No: 2017/61 E
Mmabatho Ref No: 2017/61 F
Nelspruit Ref No: 2017/61 G
Polokwane Ref No: 2017/61 H
Pretoria Ref No: 2017/61 I
Port Elizabeth Ref No: 2017/61 J
Umtata Ref No: 2017/61 K

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms S Stipec, Tel no: (012) 406 1863
<u>APPLICATIONS</u>	:	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,
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>CLOSING DATE</u>	:	25 August 2017
<u>POST 33/11</u>	:	<u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER ACCOUNTING 2 POSTS REF NO: 2017/62</u>
<u>SALARY</u>	:	All-inclusive salary package of R779 295 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Appropriate experience in Asset Management, financial reporting and project management. Experience in financial reporting for immovable assets in line with the relevant GRAP standards 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.
<u>DUTIES</u>	:	Perform regular review and assessments of Immovable Asset Register Management policies and procedures to ensure that they are aligned to the GRAP standards, GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance. Identify completed projects for capitalisation. Design and manage a plan for physical verification of completed projects. Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers. Apply deemed cost on properties (transfer, additions etc.). Perform monthly reconciliations for itemised billing, Assets under Construction, municipal

rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Analyse audit reports and develop audit remediation plans. Implement audit plans and respond to audit queries. Manage, coach and monitor performance of subordinates.

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

FOR ATTENTION CLOSING DATE : 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, Ms N.P Mudau
: 25 August 2017

POST 33/12 : **ASSISTANT DIRECTOR: SERVER ADMINSTRATOR: INFORMATION TECHNOLOGY TECHNOLOGY REF NO: 2017/63**
24 months contract

SALARY CENTRE REQUIREMENTS : R417 552 per annum
: Head Office
: A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a Microsoft server environment. Strong communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 12, Exchange 2013; MS Active Directory, System Centre Configuration Manager and MS Office suite. A very good understanding of Hypervisors e.g. VMWare and Hyper-V. Understanding of Linux and Open Source will serve as an advantage. Knowledge of Call Logging systems and Call centre environment. A valid driver's licence.

DUTIES : Detect and repair faults on Server Infrastructure and Backups, PC's, peripherals. Assist with planning, design and implementation of Server infrastructure. Provide, support and maintain business applications and printing including transversal systems. e.g. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support to all officials in the department at all levels. Support and maintain a virus-free network. Perform back-ups. Monitor servers from different regions. Liaise with equipment manufacturers about technical faults. Install and support software/applications. Travel to different areas to provide support.

ENQUIRIES APPLICATIONS : Ms L Skhosana, Tel no: (012) 406 1286 /1395

FOR ATTENTION CLOSING DATE : 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, Ms N.P Mudau
: 25 August 2017

POST 33/13 : **ASSISTANT DIRECTOR: NETWORK ADMINSTRATOR: INFORMATION TECHNOLOGY SYSTEM OPERATIONS REF NO: 2017/64**
24 months contract

SALARY CENTRE REQUIREMENTS : R334 545 per annum
: Head Office
: Three year tertiary qualification in Information Technology, MCSE and CISCO International Certification at Professional level. Appropriate experience in network administration environment. Strong communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. A very good understanding of Routing, Switching, Firewalls and Wi-Fi technologies. Knowledge of MS Windows 7 – 12, MS Exchange 2013; MS Office suite will be advantageous. Setup and maintained LAN connectivity and wireless networks. Strong knowledge of network hardware including servers, routers, and other computer devices. Ability to integrate systems; applications and advanced technology. Expert in network security protocols, anti-virus and firewall configuration. Planned and built redundancy into existing systems to eliminate downtime. A valid driver's licence.

DUTIES

: Detect and repair faults on LAN/WAN, PC's, peripherals, network points, access points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide, support and maintain business applications and printing including transversal systems. e.g. LOGIS, PERSAL, BAS, WCS and PMIS. Troubleshooting network problems and conflicts. Suggest improvements in speed of the operations and processes to make the system fool proof. Configuring and Managing of the DPW corporate network environment from routing, switching, cabling, wireless, voice and video infrastructure and other computer devices. Installing and maintaining various standard software as per departmental and user requirements. Support the Cisco VoIP Offices. Liaise with equipment manufacturers about technical faults. Install and support software/applications. Travel to different areas to provide support.

ENQUIRIES

: Ms L Skhosana, Tel no: (012) 406 1286 /1395

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,

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CLOSING DATE

: 25 August 2017