

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 35/48 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2017/79**

SALARY : All-inclusive salary package of R779 295 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Kimberley Regional Office

REQUIREMENTS : A three year tertiary qualification in Human Resources Management/Social Sciences. Extensive experience in the Human Resources Management /Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge: PERSAL. The Public Service Act. Public Service Regulations. Financial manual. Treasury Regulations and prescripts from the Department of Public Service and Administration. Skills: Management. Analytical thinking. Language proficiency. Report Writing. Numeracy. Research. Organizing and planning. Computer literacy. Advanced interpersonal and diplomacy. Decision making. Project management. Personal Attributes: Innovative. Creative. Resourceful. Energetic. Helpful. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. People orientated. Trustworthy/reliable. Assertive. Hard working. Highly motivated. Ability to work independently.

DUTIES : Effective and efficient implementation of recruitment processes in the Regional. Ensure proper recruitment and placement of staff. Ensure compliance to the recruitment policy. Implement job evaluation results. Develop a comprehensive employment equity plan for the Region. Oversee proper administration of Regional establishments on PERSAL. Effective management of conditions of services. Approve PERSAL transactions. Improve the overall leave circular by setting out procedures in the Region. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Ensure proper records management. Effective and efficient development of personnel in the Region-market external/internal bursaries. Ensure recognition of prior learning. Implement learnerships, internships, and ABET. Build relationships with stakeholders. Monitor and evaluate the Performance Management and Development System. Ensure proper bursary payments. Implement findings and results of skills audit. Implement PMDS audit findings before the next appraisals. Conduct skills audit on all Regional staff. Conduct orientation and induction in the Region. Compile training reports for the Region. Effective management of sound Labour relations and matters of mutual interest. Ensure the facilitation of disciplinary processes. Advise line managers and staff on Labour Relations matters. Improve quality of consultancy between human resources and management on an ongoing basis. Implement the disciplinary and

grievance management policy. Ensure finalization of cases within regulated timeframes.

ENQUIRIES : Mr. SC Zaba Tel no: (012) 406 1548
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 : 08 September 2017

POST 35/49 : **EXECUTIVE OFFICE MANAGER FACILITIES MANAGEMENT REF NO: 2017/80A REAL ESTATE MANAGEMENT SERVICES REF NO: 2017/80B**
24 Months Contract

SALARY : All-inclusive salary package of R779 295 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification (degree/diploma) in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service Regulation, Wide range of office management and administrative tasks, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure.

DUTIES : Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets, Develop the work plan for the unit and ensure effective prioritisation and resource planning, Agree on the training and development needs of the unit, Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES : Ms NP Mudau Tel no: (012) 406 1548
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 : 08 September 2017

POST 35/50 : **DEPUTY DIRECTOR: LEASING REF NO: 2017/81**
24 Months Contract

SALARY : All-inclusive salary package of R779 295 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment. Relevant working experience in Property Management Management experience. Extensive 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. Knowledge: Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics, Reporting procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy, Planning and organising, Numeracy, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills. Personal Attributes: Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution, Research, Facilitation and Self-starter.

DUTIES : Provide guidelines and inputs on drafting plans regarding leased properties. Ensure compliance to property legislations. Ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends. Manage the implementation of strategies for lease management. Monitor long term approaches to revenue management, accurate property valuations and rentals. Ensure effective functionality of leased properties and freehold portfolio. Ensure effective administration and performance of buildings for client satisfaction. Provide guidance, reporting and leadership for effective implementation of BBBEE activities. Provide clear strategies for lease management for regions. Manage the preparation processes of lease agreements. Ensure effective and efficient utilisation of freehold portfolio. Monitor and ensure property compliance with local regulations and laws. Ensure lease agreements are within industry trends. Ensure optimal procurement practices for both freehold and leasehold.

ENQUIRIES : Mr L Toona, Tel no: (012) 406 2123 / 1564.

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 : 08 September 2017

POST 35/51 : **DEPUTY DIRECTOR: PROPERTY ACQUISITIONS REF NO: 2017/82**
24 Months Contract

SALARY : All-inclusive salary package of R779 295 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with relevant experience in the property management, Extensive 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, Extensive 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. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures. Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Provide inputs on the functional

negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Administrative employment related processes and staff reports of the section. Compile budget and expenditure reports

ENQUIRIES APPLICATIONS : Mr L Toona, Tel no: (012) 406 2123 / 1564.

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
: 08 September 2017

POST 35/52 : **DEPUTY DIRECTOR: PROPERTY PAYMENTS REF NO: 2017/83**
Twenty Four (24) Months Contract

SALARY : All-inclusive salary package of R779 295 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Head Office, Pretoria
: A three year tertiary qualification in economics/accounting/ Qualification in business studies or relevant qualification, Relevant working experience in Property Management and / or finance Management experience, Extensive 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. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working, highly motivated.

DUTIES : Manage property payments and revenues through effective implementation of the property expenditure management system. Manage property revenues. Maintain an effective property asset register. Ensure correct and timeous payments of creditors. Maintain and update creditors and customers master data files. Ensure compliance with related prescripts, delegations and procedures. Implement and monitoring of internal control measures. Development of policy guidelines. Manage budgets of the Section .Liaise with clients regarding property payments and revenue. Respond to audit queries. Manage staff and employment related processes. Management of the Section.

ENQUIRIES APPLICATIONS : Mr L Toona, Tel no: (012) 406 2123 / 1564.

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
: 08 September 2017

POST 35/53 : **ASSITANT DIRECTOR: LEASING REF NO: 2017/84**
24 Months Contract

SALARY : R417 552 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year Tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive 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. Knowledge: Procurement policies and directives, Public Finance Management Act, property trends, contract

management, financial administration, Procurement processes and procedures. Skills: Good communication skills, Report writing skills, Computer literacy, Facilitation Skills, Numeracy, Motivational skills, Decision making, Analytical thinking, Interpersonal skills. Personal Attributes: Client orientated, hardworking, self-motivated, trustworthy, ability to work independent, solution orientated.

DUTIES : Make findings regarding offices and procured accommodation, Provide support in selecting appropriate accommodation for client departments, Negotiate terms and conditions of contracts and leases, Compile monthly reports on procured accommodation and leases accommodation, Effective administration of leased portfolios and lease agreements, Approve rentals and payments for leases, Negotiate and manage renewals of leased accommodation, Conduct monthly report meetings, Administer employment related processes of the section, Prepare sectional staff reports, Support the financial administrative processes of the section, Compile budget and expenditure reports, source and provide information regarding budgets of client departments to Head Office and Present submissions related to leasing to Bid Committee.

ENQUIRIES : Mr L Toona, Tel no: (012) 406 2123 / 1564.

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 : 08 September 2017

POST 35/54 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITIONS REF NO: 2017/85**
24 Months Contract

SALARY : R417 552 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Extensive 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. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Administrate employment related processes and staff reports of the section. Compile budget and expenditure reports for the section.

ENQUIRIES : Mr L Toona, Tel no: (012) 406 2123 / 1564.

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 : 08 September 2017

POST 35/55 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO: 2017/86**
24 Months Contract

SALARY : R417 552 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in economics/accounting/business studies or relevant qualification, Relevant working experience in Property Management and / or finance, Supervisory experience, Extensive 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. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and Highly motivated.

DUTIES : Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Monitor and manage expenditures, Effective implementation of the property expenditure management system, Manage property revenues, Ensure effectiveness of the Property Asset Register Authorise creditors payments, Authorise the creditors and customer master file, Manage litigation and/or arbitration related to property payments and revenue, Manage the budget and related records of the Section Liaise with clients regarding property payments and revenue, Respond to audit queries and Manage employment-related processes of staff.

ENQUIRIES : Mr L Toona, Tel no: (012) 406 2123 / 1564.
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 : 08 September 2017

POST 35/56 : **ASSISTANT DIRECTOR: SECRETARIAT: OFFICE OF THE SENIOR EXECUTIVE OFFICER REF NO: 2017/87**
24 Months Contract

SALARY : R417 552 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in Office Management, management science or related field and appropriate experience in the relevant environment. Knowledge of Minimum Information Security Standards (MISS) Act; structure and functioning of the Department; Departmental standards and regulations; Parliamentary protocol processes; linkages with government clusters; secretariat responsibilities. Skills: Effective communication (verbal and written); language proficiency; report writing; financial administration; organizing and planning; computer literacy; general office management and organisational skills; project management; time management; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain personal networks; trustworthy; assertive; ability to work independently.

DUTIES : Manage secretariat support to all technical and structured committees within the department manage the arrangement of meetings, including all logistical requirements- e.g. secure venues for meetings and certain departmental events, prepare agendas, minutes and action lists for meetings; ensure quality control on

developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting, ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner, ensure that professional standards are maintained in relation to services rendered and resource requirements, manage, direct and co-ordinate aspects of employment and utilisation of staff attached to the Office; monitor the financial management of the Office and co-ordinate the budget – where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office; manage, sort, analyse and schedule the information framework and flow thereof through the Office; General office management with specification to office inventory, manage office management systems; manage the security profile of the Office; co-ordinate and administrate logistical arrangements – travel and accommodation during meetings; co-ordinate and manage administrative aspects relevant to the sub-directorate.

ENQUIRIES
APPLICATIONS

: Mr. H Worst Tel no: (012) 406 1382
: 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
: 08 September 2017