

## 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** : 15 September 2017
- 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.
- Erratum:** Kindly be advised that the two (2) positions of Executive Office Manager: Facilities Management Ref No: 2017/80A and Executive Office Manager: Real Estate Management Services Ref 2017/80B advertised on Circular No: 35 were advertised with the incorrect salary package of R779 295 per annum. The correct salary package is R657 558 per annum.

## OTHER POSTS

- POST 36/48** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2017/110**
- SALARY** : R779 295 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting plus appropriate experience in financial management and reporting. CA(SA) or equivalent qualification will be an advantage. Knowledge: A candidate must have public sector experience, extensive applied knowledge of GRAP, PFMA and financial management. SAGE Financial Systems experience will be an advantage. Knowledge and experience in movable assets, immovable asset, and property and construction environment will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Planning and organising, problem solving, diplomacy, ability to conduct research and gather information, ability to work on specific time frames, management skills. Willingness to travel and a valid driver's licence.
- DUTIES** : The effective application of sound financial management in accordance with PFMA and recognized accounting practices and policies. Support line function with GRAP adherence. 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 (AFS). Performing relevant analysis, reconciliations, journals and AFS disclosure notes. Review of financial information presented by line function for accuracy, completeness and classification before the information is used for financial statement purposes. Compile and implement policies and procedures, including standardised templates, for financial statement reporting purposes. Liaise and interact with regional offices (finance and line function officials) regarding issues relating to financial reporting.
- ENQUIRIES** : Ms S Stipec, Tel no: (012) 406 1863

**POST 36/49** : **DEPUTY DIRECTOR: COSTING, FUNDING & BUDGET MANAGEMENT REF: 2017/111**

**SALARY** : All-inclusive salary package of R779 295 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Three year tertiary qualification in in Financial Management. A candidate must have knowledge of Public Finance Management Act (PFMA); Basic Accounting System (BAS); Sage X3; Activity-based costing; Treasury Regulations; Government Budgeting Procedures; Supply Chain Management; Generally Recognised Accounting Practice (GRAP); Financial directives and procedures; MS Office – Word, Excel & Power Point. Understanding of budget and financial management principles and advanced financial concepts. Strong strategic planning, problem solving and analytical skills; strong communication skills (at all levels), both written and verbal, and good interpersonal skills; computer literate, willing to adapt work schedule in accordance with professional requirements. Ability to work independently.

**DUTIES** : Implement and maintain all internal and external budgetary planning processes and policies. Provide advisory services to divisional directors and managers on all areas of costing, funding and budget management. Effective management of PMTE financial sustainability in terms of costing, funding, budget management and cash flow. Effective communication with stakeholders regarding budget and expenditure analyses. Effectively plan, manage, organise, direct, supervise, and perform professional budgeting activities relating to compensation of employees, admin goods & services and machinery & equipment. Manage the budget and expenditures of the directorate. Manage the administration and development of staff. Ensure capacity and sustainability of staff of the directorate.

**ENQUIRIES** : Ms J Prinsloo, Tel no: (012) 406 1220

**POST 36/50** : **EMPLOYEE HEALTH & WELLNESS PRACTITIONER 4 POSTS: ORGANISATIONAL DEVELOPMENT**

**SALARY** : R281 418 per annum  
**CENTRE** : (1 Post) Bloemfontein Ref No: 2017/ 112A  
(1 Post) Cape Town Ref No: 2017/ 112B  
(1 Post) Kimberley Ref No: 2017/ 112C  
(1 Post) Mthatha Ref No: 2017/ 112D

**REQUIREMENTS** : A Bachelor Degree in Social Science or Psychology. Registration with South Africa Council for Social Services Professions (SACSSP) As a Social Worker or the HPCSA as a Psychologist. Appropriate Knowledge in Employee Wellness Programmes as well as Short Term Counselling. Computer Literacy. A Valid Driver's Licence and Willingness to travel are essential.

**DUTIES** : Key Performance Areas: the successful candidates will be responsible for implementation of the following programmes: health and productivity management: facilitate education and awareness on chronic illnesses and mental health; support the department on management of incapacity. HIV & TB management: mainstream HIV & AIDS into the core functions of the department; conduct HIV & TB awareness; promote protection of human rights and improve access to justice. Wellness management: implement preventative and curative programs to address social, financial and emotional wellness; encourage work life balance. Health and safety management: create awareness on health and safety behaviour. Establish strategic partnerships for programme implementation.

**ENQUIRIES** : Mr R Mahlatjie, Tel no: (012) 406 1289

**POST 36/51** : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER BUDGET AND PLANNING Ref: 2017/113**

**SALARY** : R281 418 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : three year tertiary qualification in Management Services, Operations Management or equivalent qualification. Relevant working experience on the field. Job Analysis Certificate will be an added advantage. Knowledge of job evaluation related standards, practices, processes and procedures, Public Service Regulations; Organisational Design principles; Evaluate Systems. Skills Interpersonal skills; Report writing; Analytic thinking; Basic problem solving skills; Computer literacy.

**DUTIES** : Conduct job evaluations in the Department; Develop, review and advice on job descriptions and specifications; Conduct work-study investigations and compile

report based on findings and make recommendations; Develop and maintain the departmental organisational structure and post establishment in line with the strategic plan; Undertake general administrative functions for the Organisational Development unit. Provide advice on organisational design and job evaluation procedures and policies. Liaise with relevant stakeholders; maintain a good filing system.

**ENQUIRIES**

: Ms H Kgaditse Tel no: (012) 406 2033