

## 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.*



- CLOSING DATE** : 22 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:** The DPSA Adverts please include erratum for Senior Organisational Development Practitioner Budget and Planning Post No: 36, Ref: 2017/113 the post was advertised with incorrect post title, the correct one is Senior Organisational Development Practitioner. Kindly take note that the following positions was erroneously advertised on 24 Months contract instead of permanent basis: Deputy Director: Leasing Ref No 2017/81; Deputy Director: Property Acquisitions Ref No 2017/82; Deputy Director: Property Payments Ref No 2017/83; Assistant Director: Leasing Ref No 2017/84; Assistant Director: Property Acquisitions Ref No 2017/85; Assistant Director: Property Payments Ref No 2017/86, The closing date will be extended until 22 September 2017. People who applied may not need to re-apply.

## OTHER POSTS

- POST 37/124** : **DEPUTY DIRECTOR: ACQUISITIONS Ref: 2017/128**  
Property Management
- SALARY** : R779 295 per annum
- CENTRE** : Cape Town Regional Office
- 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** : Mr V Ngonyama, Tel no: (021) 402 2102  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000.  
**FOR ATTENTION** : Ms E. Booysen or Ms N. Mtsulwana

**POST 37/125** : **ASSISTANT DIRECTOR GISc Professional: Immovable Asset Register Ref No: 2017/129**

**SALARY** : R475 758 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three-year tertiary qualification in Geography and Information Technology. At least 3-5 years' experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid driver's Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES** : Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

**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 (Vermuelen) & Bosman Street, Central Government Building, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 37/126** : **ASSISTANT DIRECTOR: PROVISIONING & LOGISTICAL SERVICES REF: 2017/130**

**SALARY** : R417 552 per annum  
**CENTRE** : Port Elizabeth Office  
**REQUIREMENTS** : A three year tertiary qualifications in Purchasing, Logistics, Finance, Management Sciences or related qualifications and appropriate relevant experiences 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**

**APPLICATIONS**

**FOR ATTENTION:**

:

Mr S. Mkutukana Tel no: (041) 408 2040

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The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056

Ms F Clark