

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,
- CLOSING DATE** : 27 October 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

OTHER POSTS

- POST 42/16** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 2017/180**
Office of the Deputy Director-General
Chief Directorate: Strategic Management Unit
Directorate: Risk Management
- SALARY CENTRE** : R779 295 00 (All Inclusive Salary package) per annum
: Head Office (Pretoria)
- REQUIREMENTS** : A three years tertiary qualification in Risk Management or related field. A Valid driver's License. Competencies/Knowledge: Relevant experience at Middle Management. Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to Public Sector environment, knowledge of Public Finance Management Act and Treasury Regulations. Skills: Strategic capability and Leadership skills, Good Communication (written and verbal) and Liaison skills, Facilitation and Presentation skills, Interpersonal relationships, Planning and Organizing skills, Analytical skills, Monitoring and Evaluation skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills, Investigation skills. Assertiveness, Ability to work independently, Compliance, Diplomacy, Flexibility, and Ability to work under pressure, Decisiveness, Adaptability, Confident, Accuracy, Integrity and Trustworthy.
- DUTIES** : Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic objectives and Operational Plans. Facilitate the development and roll out the risk awareness programmes. Facilitate the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Continual improvements of the risk management process through the coordination of MPAT, Internal Audit and Auditor General

Findings. Compile periodic risk management reports for submission to the oversight structures. Formulation and implementation of an effective Risk Management Strategy. Manage the KPA's of team members. Development, implementation of, and ensure adherence to Risk Management Policies and Procedures. Input into the formulation and implementation of Directorate's plans, budget, cash flow estimates and other resource requirements. Monitor adherence to the Departmental Risk Management Policy. Determine the effective implementation process within the Department. Internal and External liaison with Stakeholders. Develop Risk profiles for the Department. Contribute to the Annual Report. Attend variety of meetings and fulfil various responsibilities on an assortment of committees and other bodies. Formulate, implement and manage an effective administrative process for the Risk Committee and the Directorate operations. Provide Technical advice and support to staff and the Department. Facilitate identification of emerging risks and update of risk registers. Prepare complete, relevant, reliable and timely Risk Management information for reporting to Management and other Governance structures including Risk Management Committee and Audit Committee. Report on the status for implementation of risk treatment plans, Evaluate the overall effectiveness of other ad-hoc and administrative activities as may be delegated by the Chief Risk Officer to ensure effective implementation of Risk Management plan.

ENQUIRIES FOR ATTENTION

: Ms Z. Somdyala, Tel. (012) 406 1183/2129
 : Ms N.P Mudau

POST 42/17

: **DEPUTY DIRECTOR: SECURITY RISK AND COMPLIANCE REF NO: 2017/181**

SALARY CENTRE REQUIREMENTS

: R779 295 00 (All Inclusive Salary package) per annum
 : Head Office (Pretoria)
 : A three years tertiary qualification in security management, public management or related fields with extensive relevant experience in information security, compliance and supervisory experience in the field of information security and compliance. SSA Security Managers Course, valid driver's licence. Prepared to travel extensively. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), and conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy.

DUTIES

: To develop, implement and monitor the information security, conduct threats and risk assessment (TRA), develop TRA reports ,develop and implement security risk management programmes, identification of sensitive information, classification of sensitive information, develop and implement information security procedure, conduct information security awareness, develop, implement and manage the security risk register, develop and implement close protection strategy of Top Management, develop and implement security plan during Ministerial and departmental events, liaise with relevant law-enforcement departments

ENQUIRIES FOR ATTENTION

: Mr R Muthanyi, Tel. (012) 406 1629
 : Ms N.P Mudau

POST 42/18

: **DEPUTY DIRECTOR: FINANCE (2 POSTS) REF NO: 2017/185**
 Revenue and Debt
 24 months contract

SALARY CENTRE REQUIREMENTS

: R779 295 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification in financial accounting/ financial management plus relevant experience at middle managerial level in financial accounting, reporting and leasing. CA qualification will be an advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), and Public Service Regulations. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative, innovative and have the ability to communicate at all levels.

DUTIES : The designing, implementation and maintenance of the Directorates' strategic plans. Lead and provide direction towards realising the Department's strategic plans. Develop detailed audit action plans. Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals. Effective management of accounts receivables as well as the implementation and maintenance of debt risk management system. Manage the compilation of accounts receivable financial reports. Collate all sub-directorate financial reports, including regions. Manage the compilation of financial reports and GRAP accounting of leases. Provide management support to the line manager with compilation of annual financial statements. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Compile and present reports on the functioning of the directorate.

ENQUIRIES FOR ATTENTION : Mr M Sithole (012) 406 1698
: Ms N.P Mudau

POST 42/19 : **DEPUTY DIRECTOR: COMPLIANCE (REGIONAL SUPPORT) REF NO: 2017/183**
Inspectorate and Compliance

SALARY CENTRE REQUIREMENTS : R 657 558 per annum
: Head Office (Pretoria)
: A three year tertiary qualification in Finance/ Internal Audit. Management experience Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP), Property Industry; Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS). Public Finance Management Act; National Treasury Regulations (Instruction Notes, directives and guidelines); Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills: Communication skills; Interpersonal skills; Administrative skills; Report writing; Problem solving skills; Accounts and numeric skills. Personal Attributes: Ability to communicate at all levels; Assertiveness; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license. Willingness to travel and work long extra hours.

DUTIES : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment. Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress of compliance efforts. Follow up on all reported cases of financial misconduct. Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness. Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects. Coordinate internal compliance review and monitoring activities. Review and update SCM Standard Operating Procedure manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and the AGSA and the regional offices. Secretariat to the Audit Steering Committee meeting. Serve as a member of the National Condonement Committee. Provide support to Regional Offices in implementing and monitoring compliance with Finance and Supply Chain Management prescripts. Support Regional Offices with the implementation of National Treasury prescripts. Manage financial and procurement processes of the section. Compile budget inputs of the component. Manage and develop staff. Perform ad hoc responsibilities as and when required.

ENQUIRIES FOR ATTENTION : Mr L Toona, Tel. (012) 406 2123
: Ms N.P Mudau

POST 42/20 : **DEPUTY DIRECTOR: COMPLIANCE (DPW) REF NO: 2017/184**
Inspectorate and Compliance

SALARY CENTRE : R 657 558 per annum
: Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary qualification in Finance/ Internal Audit as recognised by SAQA, management experience, Extensive working experience in the environment of Internal Control and/ or Auditing or similar. Knowledge: Financial prescripts (GAAP and GRAP), Property Industry, Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills, Interpersonal skills, Administrative skills, Report writing, Problem solving skills, Accounts and numeric skills. Personal Attributes: Ability to communicate at all levels, Assertiveness, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, and Valid driver's license. Willingness to travel and work long extra hours.
- DUTIES** : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment. Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress of compliance efforts. Follow up on all reported cases of financial misconduct. Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness. Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects. Coordinate internal compliance review and monitoring activities. Review and update SCM Standard Operating Procedure manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and the AGSA. Provide audit responses and request for information on behalf of the Directorate. Serve as a member of the National Condonement Committee. Manage financial and procurement processes of the section. Compile and submit budget inputs of the component. Manage and develop staff. Perform ad hoc responsibilities as and when required
- ENQUIRIES FOR ATTENTION** : Mr L Toona, Tel. (012) 406 2123
: Ms N.P Mudau
- POST 42/21** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 2017/182**
Office of the Deputy Director-General
Chief Directorate: Strategic Management Unit
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R417 552 per annum
: Head Office (Pretoria)
: A three years tertiary qualification in Risk management or Internal Auditing or equivalent qualification with extensive relevant experience in Risk Management. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.) and knowledge of Risk Management, and or Internal Auditing software/s will be an added advantage. Knowledge and understanding of Risk Management Framework (i.e. risk management processes, evaluation methods and approaches); the importance of embedding Risk Management into the culture of the Department by conducting risk awareness; benefits of aligning the Risk Management Policy with the Department's objectives; models and techniques; legislative and regulatory framework underpinning risk management and guidelines relating to Risk Management. Understanding of the Departmental Policies and procedures; National Treasury Public Sector Risk Management Framework; Public Finance Management Act 1999 (PFMA) and Treasury Regulations; Knowledge of the Public Service Act 1994, Public Service Regulations, Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance Financial Management and provisioning administration; and knowledge of the Departmental culture and values. Skills: Communication (written and verbal). Ability to initiate projects, Presentation, Communication, Management, Planning, Facilitation, Organising, Interpersonal, and Coordination skills. Computer (MS Word, and Excel) and a team player. A valid driver's license is required as there will be travelling.

DUTIES : Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic objectives and Operational Plans. Facilitate the development and roll out the risk awareness programmes. Assist in facilitating the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Continual improvements of the risk management process through the coordination of MPAT, Internal Audit and Auditor General Findings. Compile periodic risk management reports for submission to the oversight structures.

ENQUIRIES FOR ATTENTION : Ms Z. Somdyala, Tel. (012) 406 1183/2129
: Ms N.P Mudau

POST 42/22 : **ASSISTANT DIRECTOR: NETWORK ADMINSTRATOR: INFORMATION TECHNOLOGY SYSTEM OPERATIONS REF NO: 2017/186**
24 Months Contract

SALARY CENTRE REQUIREMENTS : R 334 545 per annum
: Head Office (Pretoria)
: A 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 FOR ATTENTION : Ms L Skhosana, Tel no: (012) 406 1286 /1395
: Ms N.P Mudau