

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 : 15 December 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 48/33 : **DEPUTY DIRECTOR: INDUSTRY RESEARCH REF NO: 2017/222**

SALARY : R657 558 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Property, Finance, Economics, Mathematics, Statistics or equivalent qualification, Relevant work experience in the property, construction industries and in a research related role. Knowledge: Competence in Microsoft Office applications high competence in MS Excel (advanced) competence in research and report compilation understanding of analytical tool development knowledge of property investment, management and valuation good project and people management skills. Personal attributes: Excellent interpersonal, communication and analytical skills ability and willingness to work under pressure able to work independently dedicated, diligent and focused passionate about knowledge and research good presentation skills innovative thinking must be able to take initiative commitment to excellence in every aspect of work. Job Purpose: The Department is looking for a committed high-calibre individual to conduct research, data analytics, develop analytical tools and compile research reports; and assist in the development of investment related policies – in order to assist the unit to provide insights and tools to various stakeholders, so as to enable efficient and effective decision-making.

DUTIES : Research and analyse financial, economic, social and other trends and topics independently perform data analysis and documentation of insights prepare comprehensive business reports perform portfolio analysis, benchmarking and performance measurement work closely with stakeholders with different backgrounds to validate analyses and output provide technical assistance to other units within the business develop analytical tools and investment related policies for the Department

ENQUIRIES : Ms L Skhosana, Tel: 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

POST 48/34 : **EXECUTIVE OFFICE MANAGER: GRC REF NO: 2017/223**

SALARY : R 657 558 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (degree/diploma) in any of the following fields: Social Science, Administration, Behavioural Science, Management Science, 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. A Valid Driver's Licence.

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: (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

POST 48/35 : **ASSISTANT DIRECTOR: SECRETARIAT: OFFICE OF THE SENIOR EXECUTIVE OFFICER REF NO: 2017/224**
 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 : Mr. H Worst Tel: (012) 406 1382
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

POST 48/36 : **INDUSTRY RESEARCH: RESEARCH ANALYST REF NO: 2017/223**

SALARY : R334 545. per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Property, Finance, Economics, Mathematics, Statistics or equivalent and relevant qualification Relevant work experience in the property, construction industries and in a research related role. Knowledge: Competence in Microsoft Office applications high competence in MS Excel competence in research and report compilation understanding of analytical tools knowledge of property investment, management and valuation good project management skills. Personal attributes: Excellent interpersonal, communication and analytical skills ability and willingness to work under pressure able to work independently dedicated, diligent and focused passionate about knowledge and research innovative thinking must be able to take initiative• commitment to excellence in every aspect of work

DUTIES : Research on economic, industry and other trends and topics independently perform data analysis and documentation of insights prepare comprehensive business reports work closely with stakeholders with different backgrounds to validate analyses and output provide technical assistance to other units within the business assist in the development of analytical tools and investment related policies for the Department.

ENQUIRIES : Mr M. Konyana Tel: (012) 406 1590
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

POST 48/37 : **IT TECHNICIAN: INFORMATION TECHNOLOGY SYSTEMS OPERATIONS REF NO: 2017/225**

SALARY : R281 481 per annum Level 8
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment highly recommended. Strong communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. Knowledge of Call Logging systems and Call center environment. A valid driver's licence.

DUTIES : Detect and repair faults on LAN/WAN, PC's, peripherals, network 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. Provide advanced desktop support to all officials in the department at all levels. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with equipment manufacturers about technical faults. Install and support software/applications. Travel to different areas to provide support.

ENQUIRIES : Ms L Skhosana, Tel: 012 406 1286 /1395
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town 8000
FOR ATTENTION : Ms E Booyen