

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
- 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

MANAGEMENT ECHELON

- POST 49/82** : **REGIONAL MANAGER (REGIONAL HEAD) REF NO: 2017/226**
- SALARY** : All-inclusive salary package of R1 127 334. Per annum (Total package to be structured in accordance with the rules of senior management service)
- CENTRE** : Mthatha Regional Office
- REQUIREMENTS** : An Undergraduate qualification (NQF Level 7) in the Property and Built Environment discipline, or Management Behavioural Science or law coupled with 5 years relevant experience at senior management level, Extensive experience in property and the built environment, Knowledge: property management, Public Finance Management Act, Government budget procedures/timeframes (MTEF) Financial management and administration, Project management, Construction regulations, Financial administration processes and systems, Public service act, Public service regulations, Financial manual, Treasury regulations, Skills: construction management, Financial management, Client/customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, advanced report-writing, Planning and organizing, Diplomacy, Policy analysis and development, Problem solving, Presentation, Budgeting.
- DUTIES** : Take responsibility for the overall management of the Regional office, Effectively manage the capital and maintenance budget to promote Black Economic Empowerment, Support development and empowerment initiatives of Government and DPW in particular, Effectively implement construction projects on behalf of client departments, Provide office accommodation to client Departments, Participate in intergovernmental forums and regularly review programmes and report on progress, Ensure financial management of the Region, Develop, review and implement the Region's Business plan in line with the strategic plan, Ensure implementation of the departmental strategic plan in the Regional office, Manage the implementation of the department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.
- ENQUIRIES** : Mr SC Zaba, at Tel: (012) 406 1544
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 22 December 2017

POST 49/83 : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT (RE-ADVERT) REF NO: 2017/227**
Governance, Risk and Compliance Branch
Key Purpose Statement: To develop, monitor and review Service Delivery Improvement within the Department in accordance with the DPSA's Operations Management Framework.

SALARY : All-inclusive salary package of R948 174. Per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : An Undergraduate qualification (NQF Level 7) in Administration/Management or equivalent, 5 years' managerial experience in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, Valid driver's license, Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills.

DUTIES : The successful candidate will be responsible for the following duties in the Strategic Management Chief Directorate: Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department, Monitor and report on the Service Delivery Improvement Plan, Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department, Develop and review the Service Delivery Model(s) for the Department aligned to the mandate, Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department, Carry-out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/ service commitment charter, Establish appropriate systems to manage institutional performance on service delivery matters, Implement service delivery improvement programmes/projects and complaints mechanism, Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department, Develop and monitor internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.

ENQUIRIES : Mr I Fazel, at Tel: (012) 406 1681
FOR ATTENTION : Ms N.P Mudau
NOTE : People who applied previously should re-apply. The filling of this position will be biased to the appointment of woman and people with disabilities as first priority

CLOSING DATE : 15 December 2017

OTHER POST

POST 49/84 : **ASSISTANT PROJECT MANAGER INFORMATION TECHNOLOGY REF NO: 2017/229**

SALARY : R417 552. Per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Diploma or degree qualification in Project Management is required. An advanced project management qualification (diploma or degree) will be an advantage. 3 years' experience in information technology project management. Must have a demonstrable MS Project experience. Good working knowledge of MS products (Word, Excel & PowerPoint). Financial management skills. Must be self-driven. Good organizational skills. Good communication and interpersonal skills. In addition, applicants must be self-driven, articulate and a systematic performer, with good interpersonal skills and who thrives under pressure.

DUTIES : Management of IT Projects. Registration of projects. Creation and maintenance of standards and procedures. Cost analysis of basic project costs. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports. Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for

purposes of providing good services. Marketing of the PSO to other business units of the department. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Develop business cases. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information Services. Ensure adequate documentation of all projects in the Project Office. Monitor project contracts. Play a key role in risk management. Identify staff training needs and arrange for training. Monitor changes and problems related to projects.

ENQUIRIES
FOR ATTENTION
CLOSING DATE

: Mr Masutu Ramatlolo, Tel: (012) 406 1577
: Ms N.P Mudau
: 22 December 2017