

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** : 22 December 2017 @ 10h00
- 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. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo generic management competency assessments and successful candidates must sign a performance agreement and be subjected to a security clearance.

MANAGEMENT ECHELON

- POST 50/129** : **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: 2017/230**
 Job Purpose: Co-ordinate and manage the Corporate Services Branch to ensure that the Department has effective and efficient systems for people management, administration and good governance. Work collaboratively with other branches/units of the Department to ensure that the Department of Public Works and the Property Management Trading Entity (PMTE) become the employers of choice. The incumbent will be responsible for providing strategic leadership and overall management of Human Resources Management, Legal Services, Information Services, Labour Relations and Marketing and Communication Components/functions of the Department in the advancement of the development agenda, service delivery, compliance and good corporate governance.
- SALARY** : All Inclusive Salary package: R1, 370,973 – R1, 544,406 per annum to be structured in accordance with the rules of the Senior Management Services. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
 An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8) in Management Sciences, Behavioral Sciences or related fields. Demonstrated management experience in managing a complex or diverse portfolio of functions, 8 to 10 years of experience at Senior managerial level (5 years must have been as a member of the SMSM in the Public Services). Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and

written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative, Solution orientated – ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, highly motivated.

DUTIES : Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Public Works and the PMTE, Provision of modern and appropriate information management systems and technologies, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Develop an integrated business system of the Department that monitors and reports on service level standards, Promote strategic planning and transformation of the Department according to the requirements of the Public Service Act and related legislation, Provision of strategic support as well as governance support services to EXCO, Min Top, Min Mec and overall management of Corporate Services of the Department, Participate in the Top Management team and strategic leadership of the Department, Provide support to the organisational affairs of the Minister and the implementation of policies.

ENQUIRIES : Mr S.C. Zaba, tel. (012) 406 1544.

NOTE : All shortlisted candidates will undergo a compulsory competency-based assessment/test and a competency assessment for senior managers in the public service as part of the selection process. It will be expected of the successful candidate to sign a performance agreement and be subjected to security clearance. The Department of Public Works is looking for a seasoned strategic manager who will assist in achieving organisational vision by leading significantly and assisting in building sustainable human capital to meet the growing demand for skills in the property, construction and built environments.

POST 50/130 : **CHIEF DIRECTOR: STATE OWNED PROPERTY PORTFOLIO REF NO: 2017/231**

SALARY : R1 127 334. Per annum (All Inclusive Salary package: to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA plus 10 years of experience at a senior managerial level in construction/built environment. A valid driver's licence (required to travel). Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.

DUTIES : Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Ensure that buildings are user-friendly and accessible. Ensure

effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenues. Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

ENQUIRIES :

Ms L. Bici, tel. (012) 406 1994.

POST 50/131 :

CHIEF DIRECTOR: PROFESSIONAL SERVICES REF NO: 2017/232

SALARY :

R1 127 334. Per annum (All Inclusive Salary package: to be structured in accordance with the rules of the Senior Management Services)

CENTRE :

Head Office (Pretoria)

REQUIREMENTS :

An undergraduate qualification (NQF level 7) in Public Management/Human Resources Management/Behavioral Science or related, 6 to 10 years' experience in the field. Knowledge: Engineering and professional services Industry, Client relations, financial management, Preferential Procurement Policy Framework, Office management, a valid driver's license (required to travel). Skills: Advanced report writing, Advanced communication, Language proficiency, Computer utilization, Analytical thinking, Facilitation, Strategic planning, Time management, Programme and project management, Conflict management, Sound analytical and problem identification and solving skills, Organizing and planning, Policy formulation, Decision making, Motivational, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Resourceful, Creative, Ability to work effectively and efficiently under pressure, Ability to communicate at all levels and participate at an executive level, Ability to meet tight deadlines whilst delivering excellent results, Ability to establish and maintain personal networks, People orientated, Punctuality, Assertive, Hard-working, Ability to work independently, Willing to adapt work schedule in accordance with professional requirements.

DUTIES :

Ensure the development and implementation of capacity building programme guidelines, processes, norms and standards and strategies. Ensure the development and approval of HCI, Engineering and Professional Services programme guidelines, norms and standards and strategies. Oversee the development and implementation of support tools. Provide advice and guidance in various fora in relation to HCI, Engineering and Professional Services programmes. Oversee the development, implementation and maintenance of related policies, procedures and guidelines. Monitor, evaluate and report on the implementation of capacity building programmes. Ensure the implementation of HCI, Engineering and Professional Services Capacity Building Programmes. Ensure the maintenance of strategic and operational agreements between Human Resources and Construction Unit. Ensure alignment of programmes to Workplace Skills Plan, Succession planning and Human Capital needs of the Department. Provide a consulting role with regards to HCI, Engineering and Professional Services capacity building programmes. Ensure the representation of DPW at various stakeholder workshops and meetings. Provide guidance and support to the organisational image, HCI, Engineering and Professional Services trends and direction. Ensure the establishment and maintenance of partnerships to strengthen and facilitate the provision of professional skills. Render support to all Government spheres on institutionalisation of capacity building programmes. Effective management of the unit. Manage the budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs of employees. Manage the implementation and compliance of performance management. Coordinate responses to audit queries. Provide advisory support on HCI, Engineering and Professional Services. Report on the performance of the unit against the operational plan, business requirements and targets.

ENQUIRIES :

Mr C. Mtshisa, tel. (012) 406 1660.

<u>POST 50/132</u>	:	<u>DIRECTOR: GOVERNANCE AND COMPLIANCE REF NO: 2017/233</u>
<u>SALARY</u>	:	R948, 174. Per annum (All Inclusive Salary package: to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	NQF level 7 Bachelor's Degree in Law, Risk Management, Public Administration or Finance, Minimum of 3 years' experience in the field of compliance risk management in the Public Sector, Certified member of the Compliance Institute of SA as a compliance professional. Learning Fields: Risk and Compliance Management, Law, Finance and Supply Chain Management, Corporate Services. Knowledge: Solid working knowledge and understanding of the Public Sector environment, as well as applicable legislation, rules and regulations impacting the Department of Public Works; particularly primary, secondary and tertiary legislation, regulatory provisions, internal policies and procedures, professional codes and best practices. Skills: proficient and wide interpretation of legislation, regulations and best practice pertaining to compliance. Solid knowledge and application of risk and compliance management. Research and development of compliance strategy, policies and training material, Application of project management principles in rolling out the compliance programme, Provision of decisive leadership to subordinates, Ability to engage and manage expectations of relevant stakeholders, Ability to integrate compliance issues with other related subject matter, Strong verbal and written communication skills, Advanced computer skills in Excel, Word and PowerPoint. Personal Attributes: Ethical, Trustworthy, Analytical, Proactive, Proficient communicator, Interpersonal skills, Team player, Time management, Goal congruent, Assertive, Dedicated, Hardworking.
<u>DUTIES</u>	:	Draft strategic and operational compliance plans to be included in the Strategic Plan and Annual Performance Plan. Liaise with related functions, such as Risk, Fraud, Ethics, Strategic Planning, Monitoring and Evaluation and Internal Audit in developing an integrated assurance plan. Ensure that all compliance obligations arising from applicable laws, regulations and relevant stakeholders are accurately translated and documented in the compliance universe. Review the identification, prioritisation and assessment of compliance risks and ensure the Compliance Risk Register is updated accordingly. Liaise with and integrate information from related functions into collated reports to oversight structures and stakeholders. Liaise with Branches to provide input in the design of compliance controls and mitigation activities. Assess suitability of designed controls against significant compliance risks. Ensure that compliance activities are implemented in accordance with the Compliance Integrated and Assurance Plan. Organise and contribute to compliance training in accordance with the annual training plan. Receive information through the hotline and other reporting mechanisms and follow up with Management, Fraud Investigative unit and Internal Audit. Progressively evaluate the level of compliance achieved based on results from the Compliance Risk Profile Tool. Follow up on compliance issues delegated to other assurance providers and ensure these are resolved timely. Compare results from the Compliance Risk Assessment Tool to the Training Needs Assessment Tool and ensure training is channelled to all areas susceptible to non-compliance. Submit reports on all compliance activities as per findings and input from all compliance tools. Ensure all control deficiencies and cases of management override of key controls are flagged and reported to oversight structures. Review time lag between reports of non-compliance and resolution thereof and follow up on delays. Maintain accurate records of material non-compliance and respective resolutions on the Action Tracking Tool.
<u>ENQUIRIES</u>	:	Mr I. Fazel, tel. 012 406 1681