

**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.*



**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 04/49** : **CHIEF DIRECTOR: INTERNAL AUDIT AND INVESTIGATION SERVICES REF NO: 2018/01**

**SALARY** : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: Undergraduate qualification (NQF level 7) in internal auditing and financial accounting, 5 years' experience at Senior Management Level. Extensive experience in auditing, A registered member of the Institute for Internal Auditors Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Audit Process & associated phases, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards and Team-mate Audit Software. Skills: Leadership & Supervision, Management, Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management, Report writing, Organisation and co-ordination, Interpersonal skills, Negotiation, Analytical thinking, Interviewing skills, Ability to assess and analyse information and make relevant findings, Problem solving skills, Ability to influence others and Conflict management, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations and against deadlines, Ability to communicate at all levels. A valid Drivers' license, Must be prepared to travel, Expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.

**DUTIES** : Direct Internal Audit and Investigation Activities, Develop a strategic plan of the component. Identify audit approaches and methodologies suitable for Internal Auditing and Fraud Investigations. Conduct annual risk assessment on general risks. Information Technology risks and Fraud risks in the Department. Develop risks based annual Internal Auditing and

Investigation plans. Develop quality assurance programmes for the Component. Coordinate the activities of the Component with the Auditor General's Audit plans and other audit service providers in the Department. Ensure Component's compliance with all the relevant statutory requirements, Acts and professional practices. Monitor and ensure Component's achievement of its strategic goals and that of the Department. Regularly (monthly) report activities of the Component to the Director General of the Department. Periodically (quarterly) report to the Audit Committee on the Component's performance against its approved annual plan. Provide management with advice and recommendations for effective risk management, good systems of control and good corporate governance systems. Assist the Audit Committee in ensuring that the charter, role and activities of the committee are appropriate for it to achieve its goals and objectives. The effective management of co-sourcing functions. Identify co-sourcing needs in the Component and communicate them to the Director General and Audit Committee. Ensure Component's compliance with regulations and procedures for engagement of service providers. Ensure activities of co-sourced service providers are properly controlled and deliverables are economically and efficiently achieved. Report activities and results achieved by co-sourced service providers to the Director General and Audit Committee. Ensure that co-sourced service providers transfer adequate professional skills to the permanent staff of the Component. The effective management of the Component. Enter into performance agreements that are linked to the strategic objectives of the Component. Ensure that personnel conduct is in compliance with Institute of Internal Auditor's Code of Ethics and Department's code of conduct. Establish policies and procedures to direct technical, miscellaneous and administrative functions in the Component. Perform long-term and short-term financial planning for the Component and the Audit Committee. Approve and monitor the expenditure against the budget of the Component. Manage the Audit Committee's expenditure.

- ENQUIRIES** : Mr SC Zaba, Tel: (012) 406 1544
- 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** : 02 February 2018 at 16h00
- POST 04/50** : **CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT REF NO: 2018/02**
- SALARY** : All-inclusive salary package of R 1 127 334.00.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)CENTRE: Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Engineering, Construction Management Architecture, Quantity Surveying or Town Planning or any built qualifications as recognized by SAQA, Extensive relevant experiences in the built environment coupled with 5 years managerial experience at Senior Management level, Compulsory Professional Registration with relevant South African Council. Skills: Advanced report-writing and communication skills, Language proficiency, Analytical thinking, Facilitation skills, Strategic planning skills, Time management skills, programme and project management skills, Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA), client relations, financial management and office management, Ability to effectively and efficiently work under pressure, Ability to meet tight deadlines whilst producing excellent results, Able to establish and maintain personal networks and Willingness to adapt to a tight work schedule in accordance with professional requirement. Drivers licence. Required to travel extensively.

<b><u>DUTIES</u></b>	:	To effectively manage Department's projects identified for construction or upgrade using Construction Management Methodology. Briefing of Service Providers on well-defined needs and project scope. Perform project planning activities. Manage and control project built environment professionals. Manage and control project designs. Procurement of workers on site. Manage and control project budget and expenditure. Monitoring of the projects under execution. Programming and co-ordination of activities on site. Perform Project Cost Management. Perform Scope Management. Perform Project Human Resource Management (inclusive of payroll management and compliance with legislative requirements). Perform Project Programming (critical path analysis, precedence diagram and Gantt Charts). Generate progress reports. To structure the projects delivery model along IDIP & IDMS methodologies. Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Re-arranging the Professional Services resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies • Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. To ensure good corporate governance and management of the Chief Directorate. Provide strategic and management reports. Provide adequate management to the attainment of the department's strategic objectives. Manage all the resources allocated to the Chief Directorate. Develop and maintain interrelations with stakeholders. Facilitate capacity building initiatives. Compile and present reports on the functioning of the directorate. Incorporate and implement new and innovative ideas on the best practices.
<b><u>ENQUIRIES</u></b>	:	Mr B Mokhothu, Tel: (012) 406 1995
<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	02 February 2018 at 16h00
<b><u>POST 04/51</u></b>	:	<b><u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING &amp; REPORTING (PMTE FINANCE AND SCM) REF NO: 2018/03</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Post graduate qualification (NQF level 7) in Finance or Accounting and extensive experience of which 5 years are at a senior management level and financial reporting in GRAP/IFRS. Financial professional membership will be an advantage. A valid driver's licence and willingness to travel. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS. Knowledge or experience in property and construction asset industry advantage. Skills: Strong analytical and communication skills (both written and verbal). Computer literate with advanced Excel skills • Presentation skills, planning and organising, problem solving, ability to work under pressure to meet tight deadline. Good interpersonal skills. Strong negotiation skills.
<b><u>DUTIES</u></b>	:	Lead the directorate Financial Accounting & Reporting under the guidance of the CFO. Design, implement and maintain the Directorate's strategic and operational plans. Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on functioning of Chief Directorate and other financial reports required by EXCO and other governance structures. Manage and coordinate the compilation of all financial reports including the financial statements

(interim and annual) in accordance to the Standards of GRAP, PFMA and other legislator requirements. Management of internal and external financial audits. Liaison with National Treasury. Management of the accounting functions, including payables, payroll and bank. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the directorate.

**ENQUIRIES** : Mr. SC Zaba Tel, (012) 406 1544  
**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** : 02 February 2018 at 16h00

**POST 04/52** : **CHIEF DIRECTOR: LEASED PROPERTY PORTFOLIO REF NO: 2018/04**

**SALARY** : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**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, behavioural science as recognized by SAQA plus extensive experience of which 5 should at a senior managerial level in construction/built environment. Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, Property economics, Public Financial 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 skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organizing, Diplomacy skills, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Innovative, Creative, Resourceful, Energetic, Helpful, Negotiating skills, Financial administration, Liaising skills ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Able to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, Highly motivated, Ability to work independently, Willing to adapt work schedule in accordance with professional requirement. A valid driver's license. Required to travel.

**DUTIES** : Manage the acquisitions of immovable assets. Manage collection of data for vesting; updating and maintenance of the assets register for existing immovable; ensure compliance to property legislations and policies; manage lease contracts; manage the lease payments and collection; manage implementation of property inspections of building considered for leasing; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; ensure compliance to property legislations and policies; develop policy guidelines; implement long term approaches to revenue management; ensure effectiveness of the property asset register; implement internal control measures; implement monitoring and evaluation strategies for the portfolios under management; create leading benchmarks and practices for lease management; oversee the development and training of staff; manage and monitor the budget expenditure of the component; compile budgetary reports; provide reports on the performance issues; ensure capacity and sustainability of staff of the component.

**ENQUIRIES** : Ms L Bici, Tel: (012) 406 1994  
**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  
02 February 2018 at 16h00

**CLOSING DATE**

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**POST 04/53**

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**CHIEF DIRECTOR: EXECUTIVE SUPPORT: PMTE REF NO: 2018/05**

**SALARY**

:

All-inclusive salary package of R1 127 334.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE**

:

Head Office (Pretoria)

**REQUIREMENTS**

:

An undergraduate qualification (NQF level 7) in Public Admin, Management Science, Social Sciences, Behavioural Science or equivalent qualification, 5 years of experience at senior managerial level. Knowledge: Technical knowledge of the built environment industry; applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; tender processes; marketing and liaison; advanced communication; language proficiency; advanced report writing; strategic management; lateral thinking; research methodologies; financial management; advanced interpersonal and diplomacy skills; programme and project management, ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level. Drivers' license. Prepared to travel. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES**

:

Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues. Facilitation of the response to parliament questions and other strategic issues. Render advice and support regarding the development and submission of the strategic documents to the DG and Ministry. Present the Office of the Senior Executive Officer: PMTE in executive management processes. Represent and participate in structures and processes as directed by the Senior Executive Officer: PMTE. Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Senior Executive Officer: PMTE. Provide strategic advice regarding MINMEC and NEDLAC issue. Co-ordinate, integrate and support the involvement of the Department in Cluster activities; lobby, advise and interact with professional bodies of the built environment. Participate in the National Bid Committee. Manage strategic, corporate and operational issues and provide advice to the office of the Senior Executive Officer: PMTE. Participate in the strategic planning processes. Facilitate the development of annual performance plans and operational plans. Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage the administration of the Office of the Senior Executive Officer: PMTE- re-engineer management processes and co-ordinate management review processes related to the Office, review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director General; assess audit reports and ensure that the Department is providing value for money; support the analysis and interpretation of built industry norms and standards; support the preparation of presentation to be made by the Senior Executive Officer to key stakeholders. Direct the diary of the Senior Executive Officer. Approve administrative matters related to senior managers who report

directly to the Senior Executive Officer as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements.

- ENQUIRIES** : Ms L Bici, Tel: (012) 406 1994
- 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** : 02 February 2018 at 16h00
- POST 04/54** : **CHIEF DIRECTOR: ENGINEERING SERVICES REF NO: 2018/06**  
The incumbent will be responsible for managing engineering services chief directorate for the Construction Management Branch
- SALARY** : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Engineering, Architecture, Quantity Surveying or Town Planning as recognized by SAQA. Extensive relevant experiences in the built environment coupled with 5 years managerial experience at Senior Management level. Compulsory Professional Registration with relevant South African Council. Skills: Advanced report-writing and communication skills, Language proficiency, Analytical thinking, Facilitation skills, Strategic planning skills, Time management skills, and programme and project management skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA), client relations, financial management and office management. Willingness to adapt work schedule in accordance with professional requirements. The ability to work effectively and efficiently under pressure. The ability to communicate at all levels, as well as participate at Executive level. The ability to meet tight deadlines whilst delivering excellent results. Drivers licence. Required to travel extensively.
- DUTIES** : Formulate and develop policies, guidelines, specifications, manuals, directives and other supportive documentation in the architecture discipline. Facilitate the review of existing documentation trends and procedures and determine gaps, needs, etc in the architectural, engineering, quantity surveying and town planning disciplines. Facilitate the compilation of new documentation and/or amendment of existing documentation in the above-mentioned disciplines. Assess local conditions pertaining to, and taking into consideration the state of, said professions and the built environment at large, and prepare advisory or regulatory documentation. Facilitate and guide the compilation of policies, guidelines, standard specifications, manuals, directives and design parameters in the above-mentioned disciplines. Offer effective professional advice and assistance in architecture, engineering, quantity surveying and town planning to client departments, Project Managers and Key Account Managers. Facilitate the provision of professional/technical advice and support, training and guidance to project managers at all levels of project execution. Maintain measures for effective scrutiny of design proposals for all new and upgrading/alteration projects as well as repair and renovate projects according to delegations. Facilitate the execution of special investigations relating to architecture, engineering (mechanical, electrical), quantity surveying and town planning issues for, inter alia, compliance with legislation. Facilitate and manage an effective Dolomite Risk Management Strategy regarding the Department's property. Ensure continued awareness and management of dolomitic risk/dangers through the chairing of the National Dolomite Risk Management Working Group. Effectively manage and implement transformation and regulation of construction industries and good corporate governance. Facilitate and manage the creation of a Dolomite

Authority. Facilitate the compilation of new norms for a variety of building types. Serve on committees where professional inputs are required. Ensure proper management of a water care database and effective management of water care facilities controlled by the Department. Ensure detailed and professionally informed contributions to the NBAC. Ensure active and detailed assistance to new procurement initiatives in respect of, inter alia, CIDB compliance and standards for uniformity. Assist in matters of legal/contractual nature by way of, inter alia, desktop analysis/inspection in loco, briefing counsel, leading in court action where required. Ensure evaluation of, and professional comment/recommendation on, matters pertaining to the imposition of penalties. Support the Executive Authority, the Director-General and the Deputy Director-General: Projects with the formulation and implementation of the Department's strategy. Represent the Department in key meetings with internal and external stakeholders. Serve as formal communication channel with stakeholders on Professional Services matters. Provide reports on Professional Services performance. Manage the coordination and administration of Professional Services operations. Manage capacity building and sourcing of the Department. Monitor the budget and expenditures of the Professional Services Component. Provide guidance and support to the organisational image, Professional Services trends and direction. Assist the Department in executing certain projects utilising in-house capacity.

- ENQUIRIES** : Mr B Mokhothu, Tel. (012) 406 1995
- 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** : 02 February 2018 at 16h00
- POST 04/55** : **REGIONAL MANAGER REGIONAL HEAD REF NO: 2018/07**
- SALARY** : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : An Undergraduate qualification (NQF Level 7) in the Property and Built Environment discipline, or Management Science, 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.
<b><u>ENQUIRIES</u></b>	:	Mr SC Zaba, Tel: (012) 406 1544
<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	02 February 2018 at 16h00
<b><u>POST 04/56</u></b>	:	<b><u>DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT (2 POSTS)</u></b> <b><u>REF NO: 2018/08</u></b>
		The incumbent is responsible for managing construction projects for the Construction Management Branch
<b><u>SALARY</u></b>	:	All-inclusive salary package of R948 174. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF level 7) in Engineering, Construction Management, Architecture, Quantity Surveying or Town Planning or any built qualifications as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Professional Registration in Project Management such as PMP or PrCPM will serve as an advantage. Skills: Management skills, advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Facilitation skills, Programme and project management skills. Conflict management, Sound analytical and problem identification and solving skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA). Client relations, Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Project execution in a Political Environment, Procurement processes and systems. Drivers licence. Required to travel extensively.
<b><u>DUTIES</u></b>	:	Manage the prioritisation of projects of the Department. Provide inputs to Client Departments on conceptualisation of projects. Manage design, planning, documentation processes and milestones. Design and implement project management methodologies for the projects' life-cycle. Provide input for the Departmental strategy formulation. Manage the appointment of consultants and contractors. Manage the decentralisation of RAMP to Regional Offices. Ensure the implementation of RAMP in Regional Offices. Co-ordinate project implementation in regional offices. Provide strategic support to RAMP activities. Develop a holistic maintenance on RAMP programmes. Compile a Consolidated report on RAMP activities. Manage project costs to ensure the delivery of projects within costs and budget. Receive, verify, process and make recommendations regarding consultant and contractor payments. Ensure payment of service providers. Manage the maintenance of data integrity on WCS. Monitor the budget and expenditures. Manage, monitor and evaluate the performance of projects. Ensure capacity and sustainability of human resources. Provide reports on branch performance issues.
<b><u>ENQUIRIES</u></b>	:	Mr B Mokhothu, Tel. (012) 406 1995
<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	02 February 2018 at 16h00



**POST 04/57** : **DIRECTOR: ELECTRICAL ENGINEERING REF NO: 2018/09**  
The incumbent is responsible for managing electrical engineering directorate for the Construction Management Branch

**SALARY** : All-inclusive salary package of R 948 174. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Electrical Engineering as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Compulsory Professional Registration with ECSA as Pr Eng or Pr Tech Eng in Electrical Engineering. Skills: Knowledge and understanding of legislation pertaining to the Electrical and Construction industry. Computer Literacy, Planning and Organising, Problem solving, Analytical thinking, Numeric skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills, Engineering and Project Management and Willing to adapt to working schedule in accordance with office requirements. Conducting site surveys, preparation of engineering scope, and preparation of technical specification and understanding of HAZOP. Drivers licence. Required to travel extensively.

**DUTIES** : The management of electrical engineering activities on building projects-provide expert advice on electrical safety and risk management. Ensure technical hands-on specialised support to Project Managers in evaluating the effectiveness and efficiency of proposed electrical engineering designs, maintenance of operational agreements between client departments and Department of Public Works. Manage cost efficiency of electrical engineering projects and life cycle costing. Ensure compliance to OHSA in installation of electrical appliances. Manage the evaluation of installation activities to ensure that the designs and specifications are executed and performed to acceptable standards and that are installed according to specifications. Ensure that legal and environmental requirements are adhered to during the execution of projects, apply and maintain norms, standards and cost matters relating to projects. Assist legal services with contractual matters relating to mechanical contracts. Provide assistance on water conservation and energy efficiency on projects. Ensure that electrically installed equipment's are installed according to the client's need. Work closely with project managers, Quantity Surveyors, Engineers and Architects. The provision of assistance with recruitment of electrical engineering consultants-make recommendations for consultant's recruitment on building projects. Manage the reviewal and evaluation of electrical engineering consultants' designs, drawings, details and tender documentation against best practice norms as applicable to new, rehabilitation and/or maintenance contracts and ensure compliance with departmental requirements. Assist with appointment processes of consultants; monitor, guide and supervise consultants on building project. Ensure timeous and correct payment of consultants. Review electrical survey reports. Assist with establishing and maintaining consultant database. The management of the Directorate-provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the directorate.

**ENQUIRIES** : Mr. B Mokothu, Tel: (012) 406 1995

**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** : 02 February 2018 at 16h00

## OTHER POSTS

**POST 04/58** : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER ACCOUNTING (2 POSTS) REF NO: 2018/10 24 MONTHS CONTRACT**

**SALARY** : All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A three year tertiary qualification in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Appropriate experience in Asset Management, financial reporting and project management. Experience in financial reporting for immovable assets in line with the relevant GRAP standards will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

**DUTIES** : Perform regular review and assessments of Immovable Asset Register Management policies and procedures to ensure that they are aligned to the GRAP standards, GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance. Identify completed projects for capitalisation. Design and manage a plan for physical verification of completed projects. Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers. Apply deemed cost on properties (transfer, additions etc.). Perform monthly reconciliations for itemised billing, Assets under Construction, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Analyse audit reports and develop audit remediation plans. Implement audit plans and respond to audit queries. Manage, coach and monitor performance of subordinates.

**ENQUIRIES APPLICATIONS** : Mr. Siboniso Sokhela Tel, (012) 406 1143  
: 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** : 09 February 2018 at 16h00

**POST 04/59** : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2018/11**

**SALARY** : All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A three year tertiary qualification in Security Management field discipline. Extensive experience in management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct.

Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

<b><u>DUTIES</u></b>	:	Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Co-ordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.
<b><u>ENQUIRIES</u></b>	:	Mr. T Nolusu Tel, (012) 406 1631
<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	09 February 2018 at 16h00
<b><u>POST 04/60</u></b>	:	<b><u>DEPUTY DIRECTOR: PMG AND RECONCILIATION REF NO: 2018/12</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Financial Accounting or equivalent (NQF level 7) with extensive accounting experience and middle management experience. KNOWLEDGE: PFMA and Treasury Regulations. Accounts payables and financial policies and procedures. ERP systems. SAGE x3 and GRAP will be an advantage. SKILLS: Problem solving, analytical and innovative thinking, planning, organising, sound communication skills (written and verbal) and good interpersonal skills and computer literacy.
<b><u>DUTIES</u></b>	:	Overall management of the PMG unit, internal controls, reconciliation of suspense and general ledger and accounts and approval of related journals. Manage the entity's bank account – inflow and outflow of funds. Monitor and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts. Ensure period closure is done on time. Ensure effective document control of all journals. Assist with the development and review of policies and procedures. Review and complete all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Maintain good working relations with employees, clients and all stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr KTE Seletela Tel (012) 406-1222
<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	09 February 2018 at 16h00
<b><u>POST 04/61</u></b>	:	<b><u>DEPUTY DIRECTOR: COMPUTER AUDIT REF NO: 2018/13</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Auditing, Information Systems or Computer Science. CISA qualification or advanced study toward this qualification. Appropriate Computer auditing experience; Knowledge of the PFMA and Treasury Regulations Experience in the use of CAATS and Teammate software, Knowledge of COBIT, COSO, ITIL and the IT governance framework, Membership with ISACA/IIA and compliance with the General Standards for Information Systems (Auditing) Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Knowledge of Teammate and driver's license. Prepared to be subjected to security clearance.
<b><u>DUTIES</u></b>	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and identify CAATs tools to be utilized to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Computer Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures.

**ENQUIRIES** : Ms Tebby Tukisi Tel (012) 406 1334  
**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** : 09 February 2018 at 16h00

**POST 04/62** : **ASSISTANT DIRECTOR: PAYROLL REF NO: 2018/14**

**SALARY** : Salary notch of R417 552. per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent, with extensive finance experience. KNOWLEDGE: Applied knowledge of the Public Service Act and Regulations, Basic Conditions of Employment Act and Employment Equity Act. PERSAL and SAGEX3 or similar system experience. Payroll and financial policies and procedures. SKILLS: Problem solving, analytical thinking. Planning, organising, written and verbal and good interpersonal skills and computer literacy. Deadline driven.

**DUTIES** : Processing and authorisation of payroll payments and journals on SAGEX3. Verify manual payments to authorised signatories and banking details. Authorisation of journals. Review and approve PAYE reconciliations and suspense accounts, Monitor and clear PERSAL exceptions and errors and suspense accounts. Initiate and prepare EMP 2014 through e-filing to SARS. Prepare monthly, bi-annual and annual tax reconciliation. Effective document control of payment batches and journals. Submission of EMP 501 to SARS. Make inputs to payroll policies and procedures Prepare system reconciliation to PERSAL. Provide payroll related inputs for the preparation of financial statements and respond to audit queries on related accounts payable matters.

**ENQUIRIES** : Mr KTE Seletela Tel (012) 406-1222  
**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** : 09 February 2018 at 16h00

**POST 04/63** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING (2 POSTS) REF NO: 2018/15**

**SALARY** : Salary notch of R417 552. per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive finance experience with experience of GRAP and practical experience. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP. SAGE X3 financial systems experience will be advantages. Skills: Sound analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organising, problem solving, diplomacy, ability to work under pressure to meet tight deadline.

**DUTIES** : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accruals, provisions, other liabilities immovable assets {property, plant & equipment, investment property, heritage assets} and leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized

accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate's supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.

**ENQUIRIES** : Ms S Stipec, Tel (012) 406 1863  
**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** : 09 February 2018 at 16h00

**POST 04/64** : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE REF NO: 2018/16**

**SALARY** : Salary notch of R417 552. per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent with extensive experience in financial accounting. KNOWLEDGE: PFMA and Treasury regulations, SAGE X3 or similar system. Accounts payable and financial policies and procedures. GRAP/IFRS Standards. SKILLS: Analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

**DUTIES** : Authorisation of manual payments and journals on SAGE X3. Verify and authorise payments from source systems to the banking details and authorised signatories and perform daily scheduled payment runs. Timeous updating and data cleansing of invoice tracking system. Review and authorisation of all related journals. Effective management of petty cash. Review and approve individual creditor's reconciliations. Monitor and clear open transaction on SAGE X3. Effective document control of payment and journal batches. Timeous preparation and submission of bank reconciliation – outstanding payments and resolution of regional and client queries. Make inputs to accounts payable policies and procedures. Provide accounts payable related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related accounts payable matters. Effective management and functioning of the unit and ad hoc requests in the absence of the immediate supervisor.

**ENQUIRIES** : Mr KTE Seletela Tel (012) 406-1222  
**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** : 09 February 2018 at 16h00

**POST 04/65** : **ASSISTANT DIRECTOR: REGIONAL AUDITS (3 POSTS)**

**SALARY** : All-inclusive salary package of R417 552. per annum  
**CENTRE** : Mmabatho Regional Office REF NO: 2018/17A  
Cape Town Regional Office REF NO: 2018/17B  
Mthata Regional Office REF NO: 2018/17C

**REQUIREMENTS** : A three year tertiary qualification in Auditing and Accounting and must have completed IAT. Studying towards CIA will be an added advantage. Extensive experience (excluding internship) in the Internal Auditing field. Good understanding of the Audit process and Audit approaches. Good Communication and Supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license, and knowledge of Teammate will be an added advantage.

**DUTIES** : Undertake the management functions of the Regional Internal Audit Section. Assist the Audit Manager with the development of the Audit Plan for the sub-directorate. Assist with the planning of audit projects for the region. Develop and supervise the execution of the audit program

regarding risk management, control and governance processes associated with the activities under review. Communicate to the Internal Auditors, the audit program that establishes the procedures for identifying, analyzing, evaluating and recording information during the audit. Conduct entrance and exit conference meetings. Direct audit program steps/procedures that achieve the engagement objectives. Plan and monitor timeframes, and individuals responsible for the assignment. Supervise audit fieldwork. Assess and evaluate audit evidence. Ensure adequate audit working papers development. Evaluate audit findings. Develop conclusions on audit findings. Develop draft and final internal audit reports. Discuss the internal audit reports with Audit Manager, Regional Manager and regional Audit Steering Committee. Manage and transfer auditing skills to Senior Internal Auditors.

**ENQUIRIES** : Ms. Tebby Tukisi Tel, (012) 406 1334  
**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** : 09 February 2018 at 16h00

**POST 04/66** : **ASSISTANT DIRECTOR: PROCUREMENT REF NO: 2017/19**

**SALARY** : Salary notch of R417 552. per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Management/Administration or Logistics or equivalent qualification with relevant appropriate experience in Supply Chain Management. Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database. Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE. Good communication skills written and verbal. Computer literacy especially in spreadsheet, (MS Office packages), Possess excellent analytical and problem solving skills. Excellent organizational management skills. Good interpersonal skills.

**DUTIES** : Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

**ENQUIRIES** : Mr. A Ngqongqo Tel (047) 5027000  
**APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X5007, Sutherland Street, Mthatha, 5099 Pretoria

**FOR ATTENTION** : Mr S Siyengo  
**CLOSING DATE** : 09 February 2018 at 16h00

**POST 04/67** : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2018/20**

**SALARY** : Salary notch of R417 552. per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification or equivalent qualification preferably in Finance and/or Accounting .A valid driver's licence .Computer literacy in MS Word and Excel .Knowledge of PMIS and BAS will serve as an added advantage .Appropriate experience in the property industry and/or

financial management environment. Report writing .Organizing and problem solving abilities .Good communication skills (both verbal and written) .Good financial, interpersonal, analytical and budgeting skills .Ability to manage stakeholders, i.e. Municipalities, Client departments and private individual's .Ability to work under pressure.

**DUTIES** : Responsible for property expenditure through payment of rates and taxes, municipal services and any other property related expenditure .Implement long-term water and energy efficient strategies .Assist in compilation of the sub-directorate's budget .Ensure a sound property expenditure management system including minimization of accounts payable to avoid fruitless, irregular and unauthorized expenditure .Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all State owned properties .Responsible for implementing strategies to ensure compliance with all legislation and regulations as required by the Auditor-General .Supervise staff and manage their performance according to the PMDS.

**ENQUIRIES** : Mr L Ndabeni Tel. (047 502 7000)

**APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X5007, Sutherland Street, Mthatha, 5099 Pretoria

**FOR ATTENTION** : Mr S Siyengo

**CLOSING DATE** : 09 February 2018 at 16h00

**POST 04/68** : **ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2018/21**

**SALARY** : Salary notch of R417 552. per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification in Public Management and/or any Property-related qualification or equivalent, Relevant experience in the property industry, Professional registration will be an advantage, Knowledge or understanding of the PFMA, Property Act, Expropriation Act and other property-related legislation, Understanding of Government land reform policies and programmes, Knowledge or understanding of the procurement system of Government, Analytical ability, Strong communication skills, both written and verbal, Good interpersonal skills, Computer literacy.

**DUTIES** : As part of the Accommodation Delivery Unit in the Region, the Unit is responsible for property asset acquisition and disposal in the form expropriations, prescriptions, donations and exchanges, including the vesting of all State properties. Manage the Expropriations, Donations & Property Vesting (Acquisition & Disposal) Unit in the Region. Represent the Department in the Provincial State Land Disposal Committee. Ensure that all State properties acquired via methods other than construction, leasing and buying are vested in the name of the State. Attend to all property transfers, registrations and expropriations. Develop and implement a property asset disposal plan with financial forecasts included where applicable. Ensure that property asset disposals support the financial and governmental socio-economic objectives, especially land reform and land restitution. Develop and implement an integrated system to record and monitor all acquisition and disposal transactions. Manage property rights. Coach and develop personnel falling under the Unit.

**ENQUIRIES** : Mr L Ndabeni, tel. (047) 502 7000

**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** : 09 February 2018 at 16h00

**POST 04/69** : **ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: 2018/22**  
Governance, Risk and Compliance

**SALARY** : Salary notch of R417 552. per annum



- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualifications in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.
- DUTIES** : To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations. Key Purpose Statement: Plan, execute and report on assigned forensic investigations in a professional manner thereby ensuring cost effective forensic investigations on behalf of the Department of Public Works.
- ENQUIRIES** : Mr M.T. Mabotja, Tel (012) 406 1328
- 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** : 09 February 2018 at 16h00