

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** : 21 September 2018 at 16h00
- 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 36/39** : **SENIOR EXECUTIVE OFFICER: PMTE (DIRECTOR - GENERAL LEVEL)**
REF NO: 2018/58
Job Purpose: To provide strategic leadership and overall management of PMTE in relation to real estate management including asset investment management, construction project management, registry, and facilities management
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)
- SALARY** : All-inclusive salary package of R1 880 736 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 07) and a post graduate qualification (NQF level 08) in a Built Environment discipline, Business Management, Asset Investment Management, Financial or related fields, 8-10 years relevant senior management experience in infrastructure development, property, asset investment and/or financial management sectors, 5 years must be as a member of SMS in the public service. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation, Knowledge and understanding of project management. Knowledge and understanding of government procurement policy framework, Understanding government planning processes, including municipal planning processes. Skills: strategic capability and leadership, programme and project management, information and knowledge management, people management and empowerment, problem solving and change management, policy analysis and development, client orientation and customer focus; service delivery innovation, financial management, communication (verbal and written), computer literacy, stakeholder management, planning and coordination; presentation and facilitation; quality management, personal attributes: good interpersonal relations, ability to work under pressure, innovative and creative, ability to work in a team and independently, adaptability, independent thinker, cost consciousness, honesty and integrity, influencing other, willing to adapt work schedule in accordance with office requirements and work abnormal hours.

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| <u>DUTIES</u> | : | Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximization. Manage the provision of office accommodation to client departments through construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of the immovable asset register. Development and implementation of the built environment Green Economy Programmes and institutionalization of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA. Provide strategic leadership in of the implementation Asset Investment Management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold). |
| <u>ENQUIRIES NOTE</u> | : | Mr. Clive Mtshisa, Tel No: (012) 406 1660 |
| <u>NOTE</u> | : | 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 the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. |
| <u>POST 36/40</u> | : | <u>SUPPLY CHAIN MANAGEMENT EXECUTIVE (PMTE) (DEPUTY DIRECTOR GENERAL LEVEL) REF NO: 2018/59</u> |
| <u>SALARY</u> | : | All-inclusive negotiable package of R1 446 378 per annum including a basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 07) in either Financial, Public Administration and Economic Management Sciences or any of the Built Environment qualifications (Quantity Surveyor, Engineering, Construction Management, etc.) and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge of SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. Skills: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. |
| <u>DUTIES</u> | : | Undertake researches on latest SCM management trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework; Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, |

procedures and applicable legislation. Develop, manage and oversee the implementation of the asset management plan as well as the disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods & services, infrastructure, property and facilities management. Render demand management services. Manage the acquisition of goods & services, disposal and letting of state assets including the letting of state assets no longer required. Manage the development, implementation and maintenance of corporate governance policy; ensure that the policy complies with all statutory frameworks established within the department; provide advice to the Accounting Officer on procurement related matters; report any breach or failure to comply with SCM processes guidelines and frameworks.

ENQUIRIES
NOTE

- : Mr. J Maroga, Tel No: 012 406.1901
- : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests