

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** : 19 October 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 40/25** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT (PMTE) REF NO: 2018/60**
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)
- SALARY** : All-inclusive salary package of R1 189 338 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 07) in Public and/or Business Administration or equivalent qualification with applicable courses/experience in strategic business management, operations management and/or programme and project management. Post Graduate (NQF level 08) qualification advantageous; 5 years appropriate or relevant experience at senior management level. Knowledge: Technical knowledge of the built environment industry, applicable legislation, norms and standards related to the built environment industry, and Public Service legislation. Knowledge of the functioning of national, provincial and local government, fundamental economics, structure and functioning of the Department, PMTE, Parliamentary protocol processes, linkages with government clusters, Departmental standards and regulations. Skills: executive management skills, sound analytical and problem identification and solving skills, computer literacy, 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** : Manage the administration of the Office of the Senior Executive Officer. Engage and interact with the Ministry and Office of the Director-General regarding Cabinet, Parliament and Cluster related issues. Render strategic advice and executive support regarding the development and submission of the strategic documents to the DG and Ministry. Represent the Office of the Senior Executive Officer: PMTE in executive management processes. Participate in TMC, MANCO and HOD Public Works processes. 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 PMTE in Cluster activities, lobby, advise and interact with professional bodies of the built environment. Facilitation of the response to Parliament questions and other strategic issues. Review, determine impact and provide comments regarding departmental and external submissions addressed to the Senior Executive Officer. Assess audit reports and ensure that the PMTE is providing value for money. Support the analysis and interpretation of built industry norms and standards. 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** : Mr Jacob Maroga Tel No: (012) 406 1901
- POST 40/26** : **CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2018/61**
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)
- SALARY** : All-inclusive salary package of R1 189 338 per annum (Total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction. Management experience as a professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years' experience at a Senior Management level, Relevant professional council registration with at least 10 years' applied post-registration experience in relevant afore-mentioned disciplines, Proven property development skills of 5 years is a prerequisite. Skills: Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy, Valid driver's licence. Knowledge: Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibilities will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.
- DUTIES** : The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans

	:	deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.
<u>ENQUIRIES</u>	:	Mrs Sasa Subban Tel No: (012) 4061790
<u>POST 40/27</u>	:	<u>CHIEF DIRECTOR: LETTING OUT AND UTILISATION REF NO: 2018/62</u>
<u>SALARY</u>	:	R1 189 338 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>	:	An appropriate Master's Degree in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA plus 5 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.
<u>DUTIES</u>	:	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. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. 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. Provide support and guidance to all regions and stakeholders. 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 revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). 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.
<u>ENQUIRIES</u>	:	Mr M Govender Tel No: (012) 406 2195

- POST 40/28** : **CHIEF DIRECTOR: ACQUISITION AND LEASED PROPERTY PORTFOLIO REF NO: 2018/63**
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply.)
- SALARY** : All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: An appropriate Honours Degree 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 10 must be at a senior management level in the property, construction/built environments, Learning Fields: Supply Chain Management, Asset Management, Knowledge: Stakeholder management, Business management, Economic management, 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 acquisition of immovable assets. Ensure compliance to property legislations and policies. Manage lease contracts. Manage stakeholders in the procurement of accommodation for client departments. 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. 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** : Mr M Govender Tel No: (012) 406 2195
- POST 40/29** : **REGIONAL MANAGER (CHIEF DIRECTOR LEVEL) REF NO: 2018/64**
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)
- SALARY** : All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE REQUIREMENTS** : Cape Town Regional Office
: An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline, or Management Science, Behavioural Science or law coupled with 5 years relevant experience at senior management level, Extensive experience in property management, asset investment

management 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 Jacob Maroga Tel No: (012) 406 1901

POST 40/30 : **CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO: 2018/65**
(24 Months Contract)
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

SALARY : All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Senior Management level. Knowledge of Framework for supply chain management, structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence, Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent interpersonal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.

DUTIES : Oversee the development and maintenance of the Immovable Asset Registry related data and systems to ensure accuracy, completeness and quality of the database. Ensure that the Immovable Asset Register is in compliance with PFMA, GIAMA and National Treasury's Immovable Asset Guide. Oversee the execution of projects required to ensure IAR is always compliant and in line with industry practise. Ensure that the Immovable Asset Register is compliant with the Concurrent Mandate by providing guidance and support to other National and Provincial custodians of Immovable Asset Registers. Oversee the management, development and implementation of related prescripts and essential policies and procedures. Ensure appropriate support is provided to the

Operation Bring Back Project. Provide advisory support to Management on asset register. Manage 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 for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

- ENQUIRIES** : Ms. Swanzie Matthews, at Tel No: (012) 406 2074 / 1143
- POST 40/31** : **CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT REF NO: 2018/66**
- SALARY** : All-inclusive salary package of R1 189 338 per annum (Total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Property Management or Facilities Management or Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. Knowledge: Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management, Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Skills: Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Client orientation and customer focus. Stakeholder management. Planning and coordination. Presentation and facilitation. Quality management. Ability to handle confidential information. Ability to work independently. Ability to work under pressure. A Valid Driver's licence.
- DUTIES** : Lead the development of facilities management contracts:-Oversee the development of facilities contract management guidelines, norms & standard, polices and strategies to ensure compliance with procurement procedures and legislation; Oversee the preparation, analysis, negotiation and review of contracts for facilities management services; Oversee the development of service level agreement and key performance indicators for facilities management contracts; Lead the development of technical specifications and standards for technical contracts:- Oversee the development of User Asset Management Plans (U-AMP); Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard to new technologies; Oversee the development of templates and forms for regional offices; training manuals; engineering procedures & standards and engineering specifications; Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management & maintenance services:- Ensure the development and implementation of policies and strategies; Oversee the implementation of facilities managements minor and major maintenance projects; Ensure the development and implementation of monitoring of quality standards of all projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio.
- ENQUIRIES** : Ms N Makhubele Tel No: (012) 406 1623
- POST 40/32** : **DIRECTOR: STRATEGY & OPERATIONS (PMTE) REF NO: 2018/67**
- SALARY** : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service).
- CENTRE** : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 07) in Business and/or Strategic Management or equivalent qualification with applicable courses/experience in strategic business management, operations management and/or programme and project management • Post Graduate (NQF level 08) qualification advantageous, 5 years appropriate or relevant experience at middle/senior management level, Knowledge: Knowledge of Strategic Management Processes, Government budget procedure / timeframes (MTEF) and government planning processes, Relevant Public Service legislation, Financial management and administration, Knowledge and understanding of programme and business management. Skills: sound analytical and problem identification and solving skills, information and knowledge management, computer literacy, advanced communication, language proficiency, advanced report writing, strategic management, lateral thinking, research methodologies, financial management, programme and project management, planning and coordination; presentation and facilitation, innovative and creative, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results, ability to communicate at all levels, drivers' license, prepared to travel, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Providing ongoing strategic and operations support to the Head and Divisional Heads of the PMTE to ensure seamless delivery across all business units. Facilitate and manage the development of the strategic plans and ensure the cascading of strategic goals and objectives into operational and support plans and programmes. Monitoring and evaluating strategy implementation and performance in line with annual performance plans and budgets. Provide business planning support to Head Office and Regional components. Undertake environmental assessments, provide strategic advice and support regarding PMTE service delivery. Direct all PMTE strategic inputs to the Accounting Officer, Executive Authority, Clusters, Cabinet and Parliament, ensuring editorial accuracy, quality, integrity, and compliance with relevant guidelines and legislation. Lead the Efficiency Enhancement Initiatives for the PMTE and align the implementation of Strategic and Business Improvement Interventions. Coordinate the continuous enhancement and review of management processes related to the PMTE. Provide technical support to the Senior Executive Officer for all stakeholder engagements on an on-going basis. Prepare all presentations to be made by the Senior Executive Officer to key stakeholders.
<u>ENQUIRIES</u>	:	Mr Jacob Maroga Tel No: (012) 406 1901
<u>POST 40/33</u>	:	<u>DIRECTOR: PROGRAMME MANAGEMENT OFFICE (PMTE) REF NO: 2018/68</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in in a Built Environment discipline and/or Project Management or equivalent qualification with courses/experience in programme and project management, Post Graduate (NQF level 08) qualification advantageous, 5 years appropriate or relevant experience at middle/senior management level, Extensive experience in programme and project management Knowledge: Project Management techniques, methodologies and tools, Change Management and Turnaround Expertise, Knowledge and understanding of IDMS and SIPDM, Knowledge of relevant Public Service legislation, Knowledge of the built environment industry, applicable legislation, norms and standards related to the built environment industry. Skills: programme management, client relations, strong communication skills, both written and verbal, good interpersonal skills, computer literate,

knowledge of construction project management, property management and facilities 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, drivers' license, prepared to travel, willing to adapt work schedule in accordance with professional requirements.

DUTIES : Coordinate the implementation of all PMTE programmes and Turnaround initiatives and interventions. Conceptualise, develop and coordinate PMTE Business Improvement initiatives MOU's, SLA's, and other agreements. Monitoring implementation against scope, goals and deliverables of projects and report to senior management and stakeholders. Technically support special PMTE programmes and Client Relations Management. Manage and consolidate information from Divisions and Programmes to meet administrative and governance compliance requirements for PMTE. Manage the IDMS implementation for DPW sector, entities and client departments. Ensure organizational improvement through the use of standardized processes. Manage and update Standard Operating Procedures for PMTE in line with new circulars, regulations and directives. Manage and coordinate development and empowerment initiatives of Government and DPW in particular contractor and property incubation and development programmes.

ENQUIRIES : Mr Peter Chiapasco Tel No: (012) 406 1063

POST 40/34 : **DIRECTOR: FINANCE REVENUE AND DEBT MANAGEMENT REF NO: 2018/69**
(24 Months Contract)
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE REQUIREMENTS : Head Office (Pretoria)
: An Undergraduate qualification (NQF Level 7) in Financial Accounting/Financial Management or relevant qualification (post finance qualification will be added advantage) and 5 years' experience at middle managerial level in financial accounting and reporting. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP), Public Service Regulations. Skills: Analytical thinker. Good planning and organising. Ability to work under pressure. Be creative and innovative. Ability to communicate at all levels.

DUTIES : Design, implement and maintain the Directorate's strategic plans. Lead and provide direction towards realising the Department's strategic plans. Develop, implement and monitor detailed audit action plans. Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals. Effectively manage accounts receivables (ensure all invoices are recovered timeously) as well as implement and maintain debt risk management system. Ensure that all clients are timely billed. Ensure all disputed claims are resolved and recovered. Manage the compilation of accounts receivable financial reports. Collate all sub-directorates' financial reports, including regions. Manage the compilation of financial reports and GRAP accounting of leases. Provide management support to the line manager with compilation of annual financial statements. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Compile and present reports on the functioning of the Directorate.

ENQUIRIES : Ms S Ngamlana Tel No: (012) 406 1221

<u>POST 40/35</u>	:	<u>DIRECTOR: FINANCE (X2 POSTS)</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Johannesburg Regional Office Ref No: 2018/70A (X1 Post) Pretoria Regional Office Ref No: 2018/70B (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 7) in Accounting/ Financial Management or equivalent qualification plus 5 years middle/senior management experience in Finance or relevant field; Financial Management; Financial Accounting; Change Management; Essentials of budget formulation. Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy; Government supply chain management framework; Government Budget systems and procedures; Government Financial Systems (PERSAL, PMIS, WCS, LOGIS, SAGE); Financial prescripts (GAAP and GRAP). Skills: Planning and organizing; Problem solving; Analytical thinking; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Management skills; Numeric skills; Advanced computer skills. Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all levels.
<u>DUTIES</u>	:	Manage the implementation and monitoring of Financial guidelines, processes, standards and strategies; Make recommendations for changes and improvements to existing financial guidelines, standards, policies, procedures and other applicable legislations; Ensure the development and implementation of support tools; Provide advice and guidance in various matters in relation to the Financial guidelines; Monitor, evaluate and report on the implementation progress. Manage financial accounting and reporting; Manage account receivable and accounts payable (ensure all invoices are paid within 30 days); Prepare financial statements and submit to Head Office; Manage bookkeeping and financial accounting services; Manage and coordinate clients billing and collection of revenue. Manage, monitor and report on clients billing system; Manage the budget and planning function for the region. Manage the collection and collation of budget inputs for budget planning and control; undertake detailed researches on matters pertaining to budget management; analyse inputs related to Medium Term Expenditure Framework; oversee allocation of budgets according to components and financial years; undertake quarterly reviews on the management of budget allocated to components; ensure that Regional expenditure is in accordance with its budget allocations; ensure that operational plans are aligned to the budget and strategic objectives; manage and regularly report on budget and cash flow; Identify financial trends and opportunities for businesses processes improvement; ensure month end procedures are performed within required deadlines, including clearing of suspense accounts, submission of compliance certificates, Maintain a sound financial governance and processes:- Prevent, detect and report the irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure; Ensure that sound internal controls and reporting systems are in place; Provide secretariat support to Technical Advisory Committee; Ensure compliance to Public Finance Management Act through audit plans and spot-checks; monitor adherence to all internal policies and practices; regularly interact with role-players on an individual basis to emphasise compliance; ensure the all financial records are in compliance with financial policies, regulations, manuals, directives, act, etc. And accounting standards before any transaction can be effected either manually or on-line; ensure that sound internal controls and reporting systems are in place; The effective management of the directorate-Manage all the resources allocated to the directorate;

	:	Develop and maintain continuous communication with stakeholders; Ensure good performance through performance reviews; Ensure staff are fully trained to achieve good performance; Ensure timeous responses to client's needs/requests/queries. The designing, implementation and maintenance of directorates` strategic plan-develop detailed strategic action plans; establish, implement and maintain performance measurers. Mr M Sithole Tel No: (012) 406 1698
<u>ENQUIRIES</u>	:	
<u>POST 40/36</u>	:	<u>DIRECTOR: ACQUISITION MANAGEMENT (PROPERTY AND FACILITIES MANAGEMENT) (SCM) REF NO: 2018/71</u>
<u>SALARY</u>	:	All Inclusive salary Package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or related Property and Facilities Management and five (5) years experiences at Middle/Senior management level. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Strategic management; programme and project management; senior management skills; sound analytical and problem identification and solving skills; computer literacy; numeracy; relationship management; interpersonal and diplomacy skills; decision making skills; motivational skills; presentation skills; negotiation skills; advanced communication skills (including report writing); Personal Attributes: Ability to interact with clients and stakeholders in a 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. Drivers' license; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Design, implement and manage the procurement model - research and design procurement processes; design, develop and manage the Departmental procurement model; ensure compliance with the Framework for Supply Chain Management; establish and manage the Supplier Register; manage procurement processes related to:-Built Environment (Capital and Maintenance);Asset Management (Leasing, Acquisition and Disposal); and Provisioning Administration; manage the Bid Committee process; ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry; provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development-develop, implement and maintain related policies and procedures; monitor and evaluate compliance of procurement processes with relevant policies and procedures; analyse and report on Black Economic Empowerment and development programmes; maintain and report statistics on the procurement model; implement and maintain a system for reporting and evaluation of procurement awards; provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required; provide operational support,

related training and development; communicate with industry suppliers regarding the procurement model; liaise and interact with other state institutions regarding the procurement. Manage the Directorate-manage office administration services; manage human resource, equipment and finances; manage employment-related processes. Design and implement measures to eliminate fraud and corruption within SCM processes.
Mr R Naidoo Tel No: (012) 406 1191

ENQUIRIES

POST 40/37

DIRECTOR: SUPPLY CHAIN MANAGEMENT (X3 POSTS)

SALARY

All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE

Durban Regional Office Ref No: 2018/72A (X1 Post)
Pretoria Regional Office Ref No: 2018/72B (X1 Post)
Cape Town Regional Office Ref No: 2018/72C (X1 Post)

REQUIREMENTS

An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or Built Environment Profession and five (5) years experiences at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES

Manage the development and implementation of and update policies and strategies: Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand: Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property: Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and

performance is monitored, managed and reported for corrective measures. The management of logistic support services:-Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register: Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

- ENQUIRIES** : Mr R Naidoo Tel No: (012) 406 1191
- POST 40/38** : **DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, (DEPARTMENT OF CORRECTIONAL SERVICES AND DAFF REF NO: 2018/73 (X2 POSTS))**
- SALARY** : All-inclusive salary package of R1 005 063 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 Property/ Asset Management, Construction or related field and five (5) years experiences at Middle/Senior management level. Knowledge: Asset Management, Property Management, Public Financial Management Act, Treasury regulations, Property related legislations, Market trends, Construction Industry, States property management acts, by-laws and ordinances, Contract management, Financial management, Corporate Governance and Project management. Skills: Computer literacy, Facilitation skills, Good communication skills. Ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel. A Valid Driver's licence.
- DUTIES** : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Infrastructure Implementation Programmes to address user departments' and custodian's accommodation requirements. Programme Management of Infrastructure Implementation Programmes. Facilitate the assessment of the performance of Immovable Assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop Immovable Asset Management policies, strategies and guidelines. Manage the identification, evaluation, and management and implementation control of risks. Manage Asset Performance Reports. Ensure optimal utilisation and performance of assets. Provide management support to the unit/ section.
- ENQUIRIES** : Ms M Tshabalala Tel No: 012 406 1915

<u>POST 40/39</u>	:	<u>DIRECTOR: INDUSTRY RESEARCH REF NO: 2018/74</u>
<u>SALARY</u>	:	All Inclusive salary Package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF level7) in the Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification and five (5) years experiences at Middle/Senior management level. Property development and management; Public works programmes; Portfolio Analysis; Policy Research. Knowledge: Understanding of government socio-economic policies and principles; In-depth understanding of the built environment; Understanding of the property and construction environment; Property and facilities management; Financial Management; Financial Modelling; Investment Management; Risk Management; Programme and Project planning; Market research; Property Economics; Reporting procedures. Skills: ICT efficient; Good verbal and written communication; Programme and project management; Relationship management; Negotiation; Problem solving; Numeracy; Analytical thinking; Advanced and technical report writing; Decision making skills; Advanced interpersonal and diplomacy skills; Motivational skills; Policy formulation; Organising and planning; Conflict management; Time management. Personal Attributes: Creative; Ability to communicate at all levels; Ability to work under stressful situations; Assertive; Self-motivated; People orientated; Hard-working; Trustworthy; Facilitation. Driver's license; must be prepared to travel.
<u>DUTIES</u>	:	Research and analysis of economic and social, industry, market and internal trends; Research and reports on asset management best practices; Interact with public and private organisations and keep abreast of emerging innovations and trends in asset management; Support asset management planning and performance management; Provide advisory services to various stakeholders. Provide framework/guidance and manage the development and implementation of data management: Introduce effective data management procedures; Explore effective asset data maintenance and assurance procedures to ensure that data quality is maintained; Explore ways of ensuring that users have adequate access to the data; Research on the immediate improvements in the availability and accessibility of reliable data; Establishment of an integrated, reliable database; Provide framework/ guidance and manage the development and implementation of analytical tools, models and best practice investment related policies: Identify and examine analytical tools and methodologies that assist various PMTE units in planning, operations and decision making; Development and implementation of relevant analytical tools for the various PMTE units; Research and recommend software that could assist PMTE to carry out investment decisions; Development and recommend certain fit-for-purpose investment related policies based on best practise; The provision of business innovation intelligence and strategy for the trading entity Suggest income generating asset class strategies for implementation by the trading entry; Commission and navigate study on identifying and capitalizing hidden assets; Comparative research and analysis to identify investment opportunities; Work with other institutions to leverage off latest innovations. Provide framework/guidance and portfolio performance analysis; Periodic Reports on the state of the State's property portfolio; Establishment of performance benchmarks and standards; Periodic Reports on performance against benchmark analysis; The effective management of the directorate: Managing all the resources allocated to the chief directorate financial planning; Ensuring effective and efficient utilization of all resources allocated to the unit; Compiling and presenting reports on the functioning of the chief directorate. Contributing to the strategic input and the overall management of the department. Managing and directing subordinates. Preparing annual budget.

<u>ENQUIRIES</u>	:	Mr H Ndlovu Tel No: 012 406 1888
<u>POST 40/40</u>	:	<u>DIRECTOR: ARCHITECTURAL SERVICES (TECHNICAL SERVICES)</u> <u>REF NO: 2018/75</u>
<u>SALARY</u>	:	All-inclusive salary package R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Architecture. At least 10 years practical experience and registered with SACAP as a professional architect five years relevant experiences at Middle/senior Management level Valid Drivers' license, prepared to travel. A Master degree in Architectural Services will serve as an added advantage. Knowledge: Architectural design within the infrastructure planning and, construction, procurement system Architectural legislations, Architectural norms and standards, Occupational and health standards, Contract management, Technical knowledge of the general built environment. Skills and Experience: Co-ordinate design and integrate across disciplines Utilisation of Industry standard Architectural related Computer Packages Programme and Project Management skills Effective communication, Computer literacy, Organisation and planning, Problem solving skills and solution orientated, Decision making skills, Mentoring ability Financial and Budget Management skills.
<u>DUTIES</u>	:	Develop Architectural concepts and designs Develop Architectural and Urban Design Guidelines compliant to legislative and green building standards Alignment to IDMS for planning improvements Development of Norms and Standards to support Government Infrastructure delivery. Perform review and approvals of designs and technical proposals. Commission the preparation of proto-type designs for a variety of building categories. Formulate policy on design to support planning for construction and input into specifications. Provide technical support in the development of accommodation solutions. Contribute to the development of architectural related policies, methods and best practices. Support Project Managers on matters relating to developed concepts and designs. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and monitoring of Directorates Business plans, for improved service delivery, Ensure Mentoring and development of Young Professionals. Assist with architectural inputs on preparation of tender documents. Evaluate building designs. Liaise and interact with service providers. Ensure and facilitate skills transfer.
<u>ENQUIRIES</u>	:	Mrs Sasa Subban Tel No: (012) 4061790
<u>POST 40/41</u>	:	<u>DIRECTOR: QUANTITY SURVEYING: TECHNICAL SERVICES REF NO: 2018/76</u>
<u>SALARY</u>	:	All-inclusive salary package R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Quantity Surveying with minimum 10 years relevant experience and five years' experience at a middle/senior management level. Registration with the Quantity Surveying Professional body (ASAQS). A valid Driver's licence. Must be able to travel. Knowledge: Quantity surveying legislation policies and standards and indices. Technical knowledge of the general built environment Contract management, Quantity surveying methods and practices, Public Financial Management Act, Cost management, Risk management. Skills and Experience: Advanced communication, Programme and project management, Utilisation of Industry standard Quantity Surveying Packages and Programme, Computer literacy,

- Organisation and planning, Problem solving skills and solution orientated, Decision making skills, Mentoring ability Financial and Budget Management skills.
- DUTIES** : Develop, manage and maintain quantity surveying related policies, aligned to best practice methods and standards - Develop and maintain building cost database in alignment to the industry norms. Assist with the development of building cost and space norms and quantification thereof; including costing of accommodation solutions towards as MTEC budget framework requirements and project proposals Prepare reports on projected costs for feasibility of projects. Develop financial models for various implementation methods towards cost effective accommodation solutions. Advice and support project managers on Quantity Surveying related matters. Verify building cost estimates; Prepare cost estimates on designs and design changes. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and management of Directorates Business plans for improved service delivery, Ensure mentoring and development of young Quantity Surveying Professionals and facilitate skills transfer.
- ENQUIRIES** : Mrs Sasa Subban Tel No: (012) 4061790
- POST 40/42** : **DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2018/77**
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)
- SALARY** : All-inclusive salary package of R1 005 063 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 the Engineering fields, Construction Management, Architecture, Quantity Surveying or Town Planning or any built environment 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. A valid driver's licence. Required to travel extensively.
- DUTIES** : 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.
<u>ENQUIRIES</u>	:	Mr B Mokhothu Tel No: (012) 406 1995
<u>NOTE</u>	:	The incumbent is responsible for managing the Construction Projects Directorate within the Construction Project Management Branch.
<u>POST 40/43</u>	:	<u>DIRECTOR: ELECTRICAL ENGINEERING REF NO: 2018/78</u> (This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An 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 Engineering Technologist 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, preparation of technical specification and understanding of HAZOP. Drivers licence. Required to travel extensively.
<u>DUTIES</u>	:	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 review 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, and 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.
<u>ENQUIRIES</u>	:	Mr. B Mokhothu Tel No: (012) 406 1995

<u>NOTE</u>	:	The incumbent is responsible for managing Electrical Engineering Directorate for the Construction Project Management Branch.
<u>POST 40/44</u>	:	<u>DIRECTOR: CHEMICAL, WATER CARE MANAGEMENT REF NO: 2018/79</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Water Engineering, Chemical Analysis, or Water Utilisation Engineering, Built Environment or related qualification and five (5)years relevant experience at a middle/senior management level. Compulsory Professional Registration with ECSA as PrEng or Pr Technologist in Civil or Chemical Engineering. Knowledge: Water Act, Water Services Act, National Environmental Management Act, Environmental Conservation Act; Public Finance Management Act; Occupational Health and Safety Act; General built environment; Technical knowledge of the civil engineering industry; SANS codes of practice for civil engineering projects; Best practices within the Water Management. Skills: Ability to undertake critical review/analysis and provide technical advice. Ability to maintain integrity of confidential information, Financial administration, Computer literacy, Programme and project management, Drivers' license; Must be prepared to travel.
<u>DUTIES</u>	:	The effective management of water management laboratory and undertake water and waste water plant inspection service- determine best practices, design parameters and quality standards; ensure adherence at all times to all policies and guidelines on water treatment. Manage the collection of water and sewage effluent from plants; ensure that all portable waters to be tested are correctly labelled; oversee the implementation of Water Act within the department; supervise the testing of water and sewage effluent collected; ensure that all water and waste water plants are registered in terms on the Water Act; ensure optimal use and oversee maintenance of water management laboratory. The provision of professionals advisory services with regard to hydrological services- investigate and advise on best practice and guidelines on water purification; provide guidance regarding standards, guidelines and technical advice; develop, implement and monitor the execution of water technology related policies; provide technical support with the assessment of water and waste water treatment plants; ensure compliance with applicable legislation and regulatory requirements; provide technical support on water and waste water treatment plants safety management programme; undertake the overall training and development of manuals on water management. The effective management of service providers - oversee the handing over of projects to service providers; oversee the development of Service Level Agreements; ensure that the delivery of projects is within scheduled timeframes and financial allocations; ensure that service providers transfer skill to the departments' personnel. The effective management of the directorate- manage the services of consultants and other service providers manage the facilitation of water management training sessions and workshops; ensure that the water management section is managed in accordance with good cooperate governance; ensure that all commitments related to the sub-directorate are properly recorded; manage the distribution and transfer of skills; manage all financial resources allocated to the sub-directorate; manage all human resources related activities attached to the sub-directorate.
<u>ENQUIRIES</u>	:	Mr B Mokhothu Tel No: 012 406 1995

<u>POST 40/45</u>	:	<u>DIRECTOR: GEOTECHNICAL ENGINEERING (GEOTECHNICAL DOLOMITE) REF NO: 2018/80</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An undergraduate qualification (NQF level 7) in Built Environment or related qualification and five (5) years relevant experience on middle/senior management level. Registered with Engineering Council South Africa. Compulsory Professional Registration with ECSA as PrEng or Pr Technologist in Civil Engineering. Knowledge: Occupational Health and Safety Act, Electrical Engineering Industry, Construction Industry. Skills: Computer Literacy, Planning and Organising, Advanced communication, Conflict management, Project Management. Ability to work under stressful situations. Highly motivated. A Valid Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	The management of geotechnical investigations on founding conditions - Manage the analysis of earth and soil samples from building sites; compile and register samples on the sample receiving forms; ensure that tests are conducted on the samples collected; Quality assure the interpreted test results; Provide test reports. The provision of management and advisory services on Geotechnical related activities-provide guidance regarding standards, guidelines and technical advice; support and assess geotechnical design reviews; provide support and advice regarding dam safety and dolomite risk management; determine best practices, design parameters and quality standards; develop and maintain manuals and guidelines. The management of the Directorate - provide reports on Human Resources Management performance; oversee development of staff; monitor the budget and expenditures within the directorate.
<u>ENQUIRIES</u>	:	Mr B Mokhothu Tel No: 012 406 1995
<u>POST 40/46</u>	:	<u>DIRECTOR: PROJECTS REF NO: 2018/81 (X1 POST)</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE REQUIREMENTS</u>	:	Port Elizabeth Office An undergraduate qualification (NQF Level 7) in the Built Environment or equivalent and five years' experience at middle managerial level with relevant experience in the built environment. 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: Client relations, Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems.
<u>DUTIES</u>	:	Manage the prioritisation of special and diplomatic projects of the Department. Provide inputs to Client Departments on conceptualisation of special major projects. Manage design, planning and 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. Manage the decentralisation of RAMP to Regional Offices. Ensure the implementation of RAMP in Regional Offices. Co-ordinate special projects 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 timeous payment of service providers. Manage the maintenance of data integrity on WCS. Monitor the budget and expenditures of the component. Manage, monitor and evaluate the performance on the unit. Ensure capacity and sustainability of staff of the component. Provide reports on branch performance issues.

ENQUIRIES : Mr B Mokhothu Tel No: 012 406 1995

POST 40/47 : **DIRECTOR: PROPERTY MANAGEMENT (VACANT LAND) REF NO: 2018/82**

SALARY : All-inclusive salary package of R1 005 063 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/ Asset Management, or related qualification and five (5) years relevant experiences at middle/ senior management relevant work experience in Asset Management/ Property/ Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; policy analysis and development; presentation skills. Ability to work under pressure; ability to communicate at all levels; Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Effective management of Departments` property - provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Maintenance and Updating of the Fixed Asset Register; conduct property audits on the system; check debtors reports on the system; verify debtors monthly schedule; respond to and resolve audit queries; compile monthly expenditure reports. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of vacant and unimproved State properties- monitor maintenance of vacant and unimproved state property; ensure security for vacant properties; supervise property maintenance operations; ensures the implementation of reconditioning of unimproved properties; manage the periodic inventory of building contents and property condition. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

ENQUIRIES : Mr M Govender Tel No: (012) 406-2195

POST 40/48 : **DIRECTOR: PROPERTY PAYMENTS REF NO: 2018/83**

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management other related qualification and five (5) years relevant experience on Middle/Senior level in Asset Management/

		Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	The development of policy guidelines: provide guidelines and inputs on drafting plans regarding payments and revenue; develop internal control measures; reconciliation of revenue and expenditure of all property. Development of business processes. Manage the implementation of strategies for property payments; develop and implement impact assessment and sustainability protocols for property payments; monitor long term approaches to revenue management. The management of property payments and revenues-effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component. Provide adequate development and training for all staff in leasing environment.
<u>ENQUIRIES</u>	:	Mr M Govender Tel No: (012) 406-2195
<u>POST 40/49</u>	:	<u>DIRECTOR: ACQUISITION AND LEASING REF NO: 2018/84</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An Undergraduate degree (NQF level7) in Property Management, Financial Management or Legal Studies or Business Studies or other related field, with relevant experience in the property management and five (5) years experiences at Middle/Senior management level, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed driver's licence. Knowledge: Broad-Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures, Government budget procedures. Skills: Computer literate, Time management, People management, Negotiation, Coaching and mentoring, Presentation, Report-writing, Planning and organising, Diplomacy, Problem-solving, Facilitation, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.
<u>DUTIES</u>	:	Manage and facilitate the process of identifying properties to be acquired. Develop and implement strategies to guide the acquisition of properties. Develop and implement impact assessment and sustainability protocols for property acquisitions. Develop business processes, Reconcile revenue and expenditure of all acquired property. Ensure compliance with departmental policies on acquisitions. Provide guidelines and inputs on drafting plans regarding leased properties. Manage and control property rights and vesting of State land. Ensure compliance with property legislation. Ensure economic efficiency in the Department's leasehold portfolio are in line with market trends. Reconcile revenue and expenditure of all freehold and leased property. Develop business processes. Manage the implementation of strategies for lease

management and return of investments for National Government lease portfolio. Develop and implement impact assessment and sustainability protocols for lease management. Monitor long-term approaches to revenue management, accurate property valuations and rentals. Ensure effective functionality of leased properties and freehold portfolio. Ensure effective administration and performance of buildings for client satisfaction. Ensure effective administration of leased properties and freehold portfolio. Provide guidance, reporting and leadership for effective implementation of B-BBEE activities. Provide clear strategies for lease management for regions.

- ENQUIRIES** : Mr M Govender Tel No: (012) 406-2195
- POST 40/50** : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X5 POSTS)**
- SALARY** : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Kimberley Regional Office Ref No: 2018/85A (X1 Post)
Mmabatho Regional Office Ref No: 2018/85B (X1 Post)
Nelspruit Regional Office Ref No: 2018/85C (X1 Post)
Polokwane Regional Office Ref No: 2018/85D (X1 Post)
Port Elizabeth Regional Office Ref No: 2018/85E (X1 Post)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management other related qualification and five (5) years relevant experience on Middle/Senior management level in Asset Management/ Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. SKILLS: advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.
- DUTIES** : Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property- ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues- effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the

ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

ENQUIRIES

: Mr M Govender Tel No: (012) 406-2195

POST 40/51

DIRECTOR: IAR PROJECTS AND DATA ADMINISTRATION REF NO: 2018/86

(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

SALARY

: All-inclusive salary package of R1 005 063 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 Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent interpersonal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES

: Manage IAR projects, data, systems and the integration with wider PMTE business. Ensure that the Asset Register is in compliance with National Treasury's minimum requirements for an IAR and Immoveable Asset Guide. Manage data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc. Ensure the completeness of IAR data in context of U-AMP, C-AMP, WIP etc. Manage the development and implementation of support tools, standard operating procedures and control frameworks associated with management of the integrity of the IAR (Manual and Automated controls). Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Manage projects work plans and revise as appropriate to meet changing needs and requirements. Report on all projects executed. Ensure appropriate support is provided to the Operation Bring Back Project. Ensure that the IAR programme outstanding issues are cleared in a timely manner. Provide advisory support to management on asset register. Manage 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 for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES

: Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043

- POST 40/52** : **DIRECTOR: ASSET VERIFICATION AND CONDITION ASSESSMENT**
REF NO: 2018/87
(24 Months Contract)
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)
- SALARY** : All-inclusive salary package of R1 005 063 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 Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills, Ability to work under pressure, Negotiation skills, excellent interpersonal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.
- DUTIES** : Manage the planning and execution of physical verification of land and buildings over a 5 year circle. Manage the planning and execution condition assessment of buildings and significant components over a 5 year cycle. Ensure completeness of coastal reserves through identification, surveying and verification. Investigate and report on variances. Make necessary recommendations to resolve discrepancies. Ensure the updated register. Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets. Monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register. Manage 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 for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Undertake researches on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all Immoveable Asset Register policies contribute to the departments` strategic objectives. Manage the development of strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure capitalisation, de-recognition, impairment and all other accounting for Immoveable Assets is in compliance with the GRAP requirements.
- ENQUIRIES** : Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043
- POST 40/53** : **DIRECTOR: IAR CONCURRENT MANDATE REF NO: 2018/ 88**
(24 Months Contract)
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)
- SALARY** : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent

qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Valid driver's Licence. Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent interpersonal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.

DUTIES

:

Ensure the development and implementation of Immovable Asset Register policies and procedures, frameworks & guidelines, norms & standards and strategies at all government spheres. Manage IAR compliance with PFMA, GIAMA, Modified Cash Standard/ GRAP, related prescripts and essential policies and procedures. Provide necessary support, advice and guidance to national, provincial and local government custodians to ensure a compliant IAR and uniformity in accounting for State immovable assets. Monitor, evaluate and report on the implementation and maintenance of IAR essential policies and procedures. Analyse and incorporate deeds download into the National and Provincial IARs. Facilitate the rectification of erroneously vested land parcels by National and Provincial custodians, e.g., police stations vested in the name of the Province. Monitor fair value progress in Provinces and other National Custodians IAR as approved by Technical MinMec and as per the Immovable Asset guide. Provide support to the Operation Bring Back programme. Successful execution of the IAR Concurrent mandate through continuous interaction with key stakeholders. Facilitate the process of section 42 transfers and Registered Owner Rectification (incorrectly vested properties in the name of National or Provincial Government). Ensure that Provinces and other National Custodians are appropriately empowered with the information to successfully execute their IAR responsibilities. Provide advisory support to management on asset register. Manage 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 for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES

:

Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043

POST 40/54

:

DIRECTOR: IAR CONTROLLER AND REPORTING REF NO: 2018/89
(24 Months Contract)

(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

SALARY

:

All-inclusive salary package of R1 005 063 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 Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, Valid driver's Licence, Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent inter-

DUTIES

personal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven. Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks; Ensure regular review and assessments of IAR policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Monitor and evaluate the effectiveness of IAR policies and procedures. Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Ensure that all capital projects are correctly recorded on the IAR on a monthly basis. Manage de-recognition of replaced assets and ensure that they are de-recognised at a correct value. Manage key stakeholder expectations and customer requirements. Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers. Ensure all improvements to state property are appropriately identified and recorded in the IAR. Ensure that information contained in the IAR enables Itemised Billing. Ensure that changes of User Department and Lease status received from the relevant Business Units are correctly and timeously updated on the IAR. Manage application of Deemed Cost to all properties acquired cost. Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register. Manage 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 for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Manage the design and implementation of the audit remediation and improvement plans for immovable assets.

ENQUIRIES

Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043

POST 40/55

DIRECTOR: FACILITIES MAINTENANCE REF NO: 2018/90

SALARY

All-Inclusive Salary Package of R1 005 063 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) in a relevant field and Five (5) years middle/senior management experience in Property or Facility Management. Knowledge: Electrical, Civil and Mechanical Engineering Industry, Construction Industry, National Building Regulations and Standards, Property Management. Skills: Planning and Organising, Problem solving, Decision making, Advanced communication, Interpersonal skills, Time management, Motivational skills, Project Management, Facilities Management IT systems. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours, Driver's License, Prepared to travel, Personal Attributes: Ability to work under stressful situations, highly motivated, Trustworthy, Hard-working, and Ability to work independently.

DUTIES

Make recommendations for changes and improvements to existing standards, policies, and procedures. Manage the implementation of approved policies and procedures. Monitor work activities to ensure compliance with established policies and procedures control of reactive and preventative maintenance services in a timely and cost efficient manner. Ensure that all stakeholders are given timely and appropriate information about maintenance programs and projects. Prepare documents for equipment procurement and prepare job specifications. Establish schedules and methods for providing facility maintenance services. Identify resource needs. Review needs with appropriate

management staff. Allocate resources accordingly. Manage the conduction and documentation of regular facilities inspections. Ensure compliance with health and safety standards. Implement best practice processes to increase efficiency. Provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the directorate.

ENQUIRIES

:

Ms N Makhubele Tel No: (012) 406 1623

POST 40/56

:

DIRECTOR: FACILITIES CONTRACT MANAGEMENT REF NO: 2018/91

SALARY

:

All-inclusive salary package of R1 005 063 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) in a relevant field and Five (5) years middle/senior management experience in Property or Facility Management. Knowledge: Construction Industry, National Building Regulations and Standards, Property Management. Skills: Planning and Organising, Problem solving, Decision making, Advanced communication, Interpersonal skills, Time management, Motivational skills, Project Management, Facilities Management IT systems, Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours, Driver's License, Prepared to travel, Personal Attributes: Ability to work under stressful situations, highly motivated, Trustworthy, Hard-working, ability to work independently.

DUTIES

:

Develop guidelines, norms & standards, policies and strategies for contract management. Standardise facilities contract management policies. Provide information on facilities contract management policies, methods and practices. Engage with project managers to ensure correct interpretation of acts, policies and agreements. Interpret contracts and related documents for project managers and consultants. Serve as primary departmental contact during contract negotiations. Conduct contract strategy meetings to identify issues and client requirements, facilitate pricing discussions, and obtain input on timelines and deliverables. Establish and maintain strong business relationships with stakeholders and effectively manage contract enquiries, issues, disputes, variations, risks and undertaking negotiations as required. Engage relevant stakeholders in negotiation decisions involving legal or regulatory requirements, contract standards and cost targets. Manage the development of key performance indicators for facilities management contracts. Develop cost estimate for contracts. Develop service level agreement for facilities management contracts. Oversee Service Level Agreement Compliance. Review contractual performance to ensure compliance with the terms and to identify non-compliance issues. Maintain deadlines on deliverables. Provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the directorate.

ENQUIRIES

:

Ms N Makhubele, at Tel No: (012) 406 1623

POST 40/57

:

SENIOR ANALYSTS: OFSP REF NO: 2018/92
(36 Months Contract)

SALARY

:

All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE

:

Head Office: Pretoria

REQUIREMENTS

:

Post graduate qualification (NQF level 7) in Accounting, Finance, Statistics or Economics and 5 years relevant working experience at MMS or SMS level in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Proven experience in managing similar projects and

leading teams. Knowledge: MS Office-Word, Excel & Power Point; SAS, Research and Information gathering; budgeting, financial planning and forecast; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques. Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels. Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

DUTIES

: Undertake researches on latest revenue generation trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all revenue management policies contribute to the PMTE strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Analysis of the property portfolio into categories meaningful to the financial modelling process. Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE. Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers. Analyze financial data after sourcing, compilation and collating other operational input data from other line functions. Prepare profit and loss analyses, incorporate market research and benchmarks into the design and population of business scenarios. Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE. Compare and analyze actual financial results with plans and forecasts and recommend corrective action. Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets. Provide framework and manage the development and implementation of analytical tools, models and best practice policies. Research on best practices for revenue generation and financial sustainability strategies. Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies. Support the planning, inventory management and performance management of OFSP. Provide advisory services to various stakeholders. Research on the immediate improvements in the availability and accessibility of reliable data. Establishment of an integrated, reliable database. Suggest income generating asset class strategies for implementation by the trading entry. Commission and navigate study on identifying and capitalizing hidden assets. Comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally. Work with other institutions to leverage off latest innovations. Determination of tariffs to be charged to different clients based on property management criteria. Manage all the resources allocated to the directorate. Develop and maintain continuous communication with stakeholders. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Ensure effective utilization of all resources allocated to the unit. Compile and present reports on the functioning of the chief directorate. Contribute to the strategic input and the overall management of the department. Preparing annual budget.

ENQUIRIES

: Enquiries: Mr C Mokgoro Tel No: (012) 406 2165

OTHER POSTS

POST 40/58 : **DEPUTY-DIRECTOR: SMALL HARBOURS DEVELOPMENT: PROJECT MANAGEMENT REF NO: 2018/93**

SALARY
CENTRE
REQUIREMENTS

: An all-inclusive salary package of R826 053 per annum
: Head Office
: A three year tertiary qualification in Built Environment with relevant experience on an ASD level. A valid driver's licence. Knowledge and understanding of Built environment; Government regulatory framework; Infrastructure Development Management System; Client relations. Financial management; Preferential Procurement Policy and Framework; Black Economic Empowerment Act; Change Management; Public Finance Management Act; Government Immovable Assets Management Act; National Environmental Management Act; Integrated Coastal Management Act. Skills: Financial management, Microsoft Office and Microsoft Project. Personal Attributes: Willingness to adapt to a tight work schedule in accordance with professional requirement; required to travel extensively. Working abnormal hours. Exposure to development of maritime infrastructure will be advantageous.

DUTIES

: Project Manage the current repair and maintenance programme to the 12 Proclaimed Fishing Harbours in the Western Cape. Development of Gantt Charts to track progress and develop baselines. Baselines to be tracked in accordance with the allocated budget. Drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans. Management and development of unproclaimed harbours and state coastal owned properties for economic development. Attracting investment to develop the unproclaimed harbours as well as other state coastal properties. Develop Spatial and Economic Development Frameworks for unproclaimed harbours and state coastal properties. Manage the SHSCPD&SP Unit's National Priority Projects for the building of new harbours. Assist in managing International Relations with countries for corporation. Development of Memoranda of Understanding. Manage the units' participation in Operation Phakisa: Oceans Economy as the Small Harbours Delivery Unit. Prepare and assist in the convening of the Small Harbours Mini-Laboratory. Punctual attendance and timeous reporting to Lab Coordinating Committee of Operation Phakisa which is monitored by DPME i.e. The Presidency. Mr S Thobakgale or Ms S Mosegomi Tel No: 012 406 1882/ 1969

ENQUIRIES

POST 40/59 : **DEPUTY DIRECTOR: PROPERTY INVESTMENT REF NO: 2018/94**

SALARY
CENTRE
REQUIREMENTS

: An all-inclusive salary package of R826 053 per annum
: Head Office
: A three year tertiary qualification in Real Estate Management, Built Environment, Engineering, Commerce, Legal or Business Administration with real estate management experience. A valid driver's licence. Knowledge and understanding of Real Estate Management, Leasing Management, Property Finance and Investment, Contract Management, Property Marketing and Client relations. Skills: Programme and project management, Information and Knowledge management, financial management, Computer literacy and Quality management. Personal Attributes: Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; Ability to work independently. Willingness to adapt to a tight work schedule in accordance with professional requirement; required to travel extensively. Willing to work abnormal hours. Exposure to development of maritime infrastructure will be advantageous.

DUTIES

: Manage the letting out of state owned coastal property for revenue generation and to promote job creation and economic development in line with national government priorities. Develop new lease agreements

which will allow rentals to be based on a percentage of turnover from the business. Ensure lease agreements are renewed timeously to prevent any job losses. Approve lease agreements that will ensure job creation and economic development without jeopardizing revenue generation for the state. Ensure 80% of contracts renewed or terminated within the prescribed timeframes. Ensure increase in revenue through rentals of harbour related properties. Effective management of the letting out component- Manage the implementation of the new letting out framework. manage the co-ordination and administration of the letting out component; Manage the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Implementation of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Manage the employment related processes of the component; manage the administration and development of staff; ensure capacity and sustainability of staff of the component; manage the budget and expenditures of the component; provide reports on investment and letting out portfolio.

- ENQUIRIES** : Mr S Thobakgale or Ms S Mosegomi Tel No: 012 406 1545/1969
- POST 40/60** : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2018/95**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R826 053 per annum
: Cape Town
: A three-year tertiary qualification in Commerce, Property Management, Built Environment, Asset Management, Business Administration or equivalent. Extensive relevant experience in managing projects. Experience in State land administration and verification of immovable assets (land and buildings) 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** : Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immovable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.
- ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 1143

<u>POST 40/61</u>	:	<u>ANALYST: OFSP REF NO: 2018/96 (X6 POSTS)</u> (36 months contract)
<u>SALARY</u>	:	All Inclusive Salary package: R697 011 per annum (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pretoria A three year tertiary qualification in Accounting, Finance, Statistics or Economics and relevant experience in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Experience in analysing large data using quantitative techniques. Knowledge: Public Finance Management Act; Treasury Regulations; General reporting Accounting Practice (GRAP); General Accepted Accounting Practice (GAAP); Financial directives and procedures; MS Office-Word, Excel & Power Point; Research and Information gathering; Create financial forecasts; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques. Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels. Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.
<u>DUTIES</u>	:	Undertake researches on latest revenue generation trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all revenue management policies contribute to the PMTE strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Analysis of the property portfolio into categories meaningful to the financial modelling process. Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE. Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers. Analyze financial data after sourcing, compilation and collating other operational input data from other line functions. Prepare profit and loss analyses, incorporate market research and benchmarks into the design and population of business scenarios. Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE. Compare and analyze actual financial results with plans and forecasts and recommend corrective action. Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets. Provide framework and manage the development and implementation of analytical tools, models and best practice policies. Research on best practices for revenue generation and financial sustainability strategies. Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies. Support the planning, inventory management and performance management of OFSP. Provide advisory services to various stakeholders. Research on the immediate improvements in the availability and accessibility of reliable data. Establishment of an integrated, reliable database. Suggest income generating asset class strategies for implementation by the trading entry. Commission and navigate study on identifying and capitalizing hidden assets. Comparative

research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally. Work with other institutions to leverage off latest innovations. Determination of tariffs to be charged to different clients based on property management criteria.

ENQUIRIES : Mr C Mokgoro Tel No: (012) 406 2165

POST 40/62 : **SENIOR ADMINISTRATIVE OFFICER: SMALL HARBOURS DEVELOPMENT REF NO: 2018/97**

SALARY : R299 709 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three (3) year Tertiary Qualification in Real Estate Management, Built Environment, Engineering, Commerce, Legal, Business Administration and/or Public Administration or equivalent. Relevant working experience. Project Management; Communication Skills; Property Management; Health and Safety; Property Administration Processes; Asset Management; Supply Chain Management; Property Law. Knowledge: Stakeholder engagement; Project Management; Client Relations; Government regulatory framework; Public Financial Management Act; Property Management Acts; Treasury Regulations; Supply Chain Management framework; Preferential Procurement Policy Framework; Procurement directives and procedures; Government Budget procedures. Skills: Strategic capability; Programme and project management; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Service delivery innovation; Communication (verbal and written); Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation; Quality management. Personal Attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently. Willingness to adapt to a tight work schedule in accordance with professional requirement; A valid driver's licence; required to travel extensively.

DUTIES : Communication plan for the Programme; Engaging with coastal provincial government, DEA and DAFF to build up closer relationship; Report and compile Commitments and accruals figures /fruitless and wasteful expenditure; Compilation of PMS report; Management and development of unproclaimed harbours and state coastal owned properties for economic development; Attracting investment to develop the unproclaimed harbours as well as other state coastal properties; Develop Spatial and Economic Development Frameworks for unproclaimed harbours and state coastal properties; Drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans; Investigate economic opportunities within the harbours for further development; Evaluating proposals for the development of the Spatial and Economic Development Frameworks; Sound understanding of both the built environment as well as an economic background.

ENQUIRIES : Mr. R Kara Tel No: 012 406 1273

POST 40/63 : **ADMINISTRATIVE OFFICER: SMALL HARBOURS REF NO: 2018/98**

SALARY : R242 475 per annum
CENTRE : Head Office
REQUIREMENTS : Three year tertiary qualification in public administration or related with relevant experience. Willing to adapt work schedule in accordance with office requirements. Willing to travel extensively working abnormal hours; valid Driver's License. Knowledge: Government Budget Procedures (MTEF); financial management; multi- year budgeting; (PFMA); procurement directives and procedures; tender procedures; business, accounting and financial systems (LOGIS, PMIS, BAS); contract

administration. Skills: Accounting; numeracy; computer literacy; planning and organising; decision making skills; interpersonal and diplomacy skills; ability to follow a pro-active and creative problem solving approach; communication; report writing. Personal Attributes: Integrity; innovative; creative; trustworthy; hardworking; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; facilitation; understand advanced concepts.

DUTIES : Manage queries from all spheres of government; liaise with government departments regarding meetings; capturing of minutes for the foresaid meetings; check and sign submissions to Small harbours Secretariat; manage queries from all spheres of government; liaise with government departments regarding meetings; capturing of minutes for the foresaid meetings. Determine the total amount of leases; determine the total amount of terminated and substitute leases; determine the total amount of the contracts received for leases; calculate the funds available of all terminated leases that are not substituted. Provide administrative support with regard to the resolution of audit queries-gather of information to resolve audit queries.

ENQUIRIES : Mr R Kara Tel No: (012) 406 1273

POST 40/64 : **ADMINISTRATION OFFICER: IMMOVABLE SSET REGISTER REF NO: 2018/99 (X6 POSTS)**

SALARY : R242 475 per annum
CENTRE : Head Office

REQUIREMENTS : A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid drivers Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143/2043

POST 40/65 : **ASSISTANT ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2018/100**

SALARY : R196 407 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : Grade 12 or equivalent qualification with relevant experience; or Tertiary qualification, public administration or related, vast experience. Financial management; management development programmes; provisioning administration; accounting systems. Knowledge: Government Budget Procedures (MTEF); financial management; multi- year budgeting; (PFMA) procurement directives and procedures; tender procedures; business, accounting and financial systems (LOGIS, PMIS, BAS);

contract administration. Skills: Accounting; numeracy; computer literacy; planning and organising; decision making skills; interpersonal and diplomacy skills; ability to follow a pro-active and creative problem solving approach; communication; report writing. Personal Attributes: Integrity; innovative; creative; trustworthy; hardworking; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; facilitation; understand advanced concepts. Willing to adapt work schedule in accordance with office requirements; willing to travel extensively; Working abnormal hours; a valid driver's License.

DUTIES

: Provide support with the implementation of Operation Phakisa initiatives- manage queries from all spheres of government; liaise with government departments regarding meetings; capturing of minutes for the foresaid meetings; check and sign submissions to Small harbours Secretariat; Provide support with the development of new harbours- manage queries from all spheres of government; liaise with government departments regarding meetings; capturing of minutes for the foresaid meetings; Provide support with the administration of information related to leases and terminated leases- determine the total amount of leases; determine the total amount of terminated and substitute leases; determine the total amount of the contracts received for leases; calculate the funds available of all terminated leases that are not substituted. Provide administrative support with regard to the resolution of audit queries-gather of information to resolve audit queries.

ENQUIRIES

: Mr R Kara Tel No: 012 406 1273