

## 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** : **Mmabatho Regional:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile  
**Pretoria Regional:** The Regional Manager, Department of Public Works, Private Bag X 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele.
- CLOSING DATE** : 09 November 2018
- NOTE** : Those who applied previously are encouraged to re-apply.  
**ERRATUM:** Kindly note that the following posts advertised on Public Service Vacancy Circular 42 dated 19 October 2018, Deputy Director: Supply Chain Management with Ref No: 2018/106A-C, Deputy Director: Provisioning/ Logistics Management with Ref No: 2018/107 and Deputy Director: Finance with Ref No: 2018/108A-B was advertised erroneously with the incorrect salary of R826 053 the correct salary is R697 011, Assistant Director: Movable Asset with Ref No: 2018/117 was advertised erroneously with the incorrect salary of R444 693 the correct salary is R356 289, Senior Admin Clerk: Cashier with Ref No: 2018/158 was advertised with the incorrect salary of R196 40, the correct salary is R163 563, Security Officers with Ref No: 2018/165 were advertised with the incorrect Salary of R136 800, the correct salary is R115 437, Deputy Director: Facilities Management with Ref No: 2018/111B (Nelspruit) and Senior Administrative Officer: Legal Contracts with Ref No: 2018/147 has been withdrawn, Assistant Director: Acquisition with Ref No: 2018/128 was advertised with the incorrect title, the correct title is Assistant Director: Demand Management.

## OTHER POST

- POST 43/33** : **ASSISTANT DIRECTOR: INTERNAL CONTROL (X2 POSTS)**  
 Re-Advertisement
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria Regional Office Ref No: 2018/132A (X1 Post)  
 Mmabatho Regional Office Ref No: 2018/132B (X1 Post)
- REQUIREMENTS** : A three year tertiary qualification in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Relevant Management experience; Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) ; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; CT Procurement. Skills: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines ;Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.
- DUTIES** : The effective implementation of internal compliance impacting on Finance, Supply Chain Management and Legal Contract performance; Monitor whether finance and supply chain objectives are consistent with Government's broader policy; Ensure that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts; Ensure that the reduction of regional economic disparities is promoted; Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes;

Coordinating internal compliance review and monitoring activities; Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy for the Department; Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury; Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis; Reporting non-compliant/irregularities to National treasury monthly; Compile report on Non-compliance for condonation for purpose of Financial statements; Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties; Make follow up on cases of financial misconduct referred to investigations; Adopt systematic approach to prevent the risk; Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; Supervise staff and employment-related processes. Reporting non-compliant/irregularities to National treasury monthly.

**ENQUIRIES**

: Mr MJ Maluleke, (PTA) Tel No: 012 492 3189  
Mr A Matseke (Mmabatho) Tel No: 018 386 5268