

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** : **Head Office:** The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria. ATTENTION: Ms NP Mudau **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. **Johannesburg Regional:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau **Kimberley Regional:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
- CLOSING DATE** : 23 November 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.
- : **ERRATUM** : Kindly be advised that the following positions advertised on Circular No: 42 has been withdrawn: Construction Project Manager (14 posts) Ref No: 2018/113A-F, Control Works Manager (1 post) Ref No: 2018/120B Johannesburg Regional Office, Chief Artisan (Grade A) (6 posts) Ref No: 2018/126A and 2018/126B, Senior Accounting Clerk: Batch Control Ref No: 2018/160 (2 posts), Senior Foreman Horticulture Ref No: 2018/163, Security Officer: Security Services Ref No: 2018/165 (4posts). All the positions have been re-advertised.

OTHER POST

- POST 44/48** : **CHIEF ARCHITECT REF NO: 2018/166**
- SALARY** : R 854 154 – R 976 635 per annum (All-inclusive Salary package in accordance with OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : B Degree in Architecture or relevant qualification and six (6) years Architectural post qualification experience required. Compulsory registration with the South African Council of the Architectural Profession (SACAP). A valid driver's license. KNOWLEDGE: Architectural design, Knowledge in the field of energy efficiency and sustainable design, A good understanding and competence in the context of the built environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services, Legislative and legal aspects of built environment developments and informed decision-making, Knowledge of contract building law to the extent applied in the profession is also important, Experience in conducting Feasibility studies would be advantageous as well as knowledge or the real estate industry and asset management. SKILLS: Well-developed project management, analytical, planning,

legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literate and capable to operate the MS Office Suite and AutoCAD, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure, Must have the ability to give technical inputs on small, large and mega projects as well as to project life cycle planning in support of immovable asset / portfolio management.

DUTIES : Review and evaluation existing and proposed built infrastructure, consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrade and maintenance in line with Departmental requirements, building regulations, legislation and municipal by-laws. Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements. Visit facilities to assess and develop technical reports. Assess standards of installation, operations, maintenance and records. Understanding of user requirements and translation into options or accommodation solutions which may include the development of conceptual design. Provide technical reports so as to inform feasibility studies of small, medium and mega projects in the evaluation of the effectiveness and efficiency of existing and proposed architectural designs and built infrastructure in line with building grades, layout, space programming and space analysis. Determine the cost efficiency of projects and develop life cycle models and cost of different accommodation solutions in relation to construction time. Advise on economic life of existing infrastructure. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio- economic benefits for all property investment/disinvestment option. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.

ENQUIRIES : Mr V Bedesi, Tel No: (012) 406 2047

POST 44/49 : **CHIEF TOWN PLANNER: DISTRICTS AND RURAL PLANNING INNER-CITY REGENERATION (PLANNING AND PRECINCT DEVELOPMENT) Ref No: 2018/167**

SALARY : R854 154--976 635 per annum (All-inclusive Salary package in accordance with OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A B Degree in Urban /Town and Regional Planning or relevant qualification with six years post qualification professional experience required. Compulsory Registration as Professional Planner with the South African Council for Planners (SACPLAN), Experience in urban design will serve as an advantage • A valid driver's licence, Knowledge: Proper developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of district and rural centres for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others) • Liaison with district and rural authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making, Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report-writing and presentation skills, Computer literacy.

DUTIES : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of district and rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal

spheres of government. Government estate footprint assessment and prioritization of targeted municipalities. Development of opportunities into packaged accommodation solutions. Integration of site development plans with urban fabric. Identification of State buildings for brownfield development. Identification of land parcels in precincts for development. Alignment of user needs. Site due diligence and adherence to planning legislation. Integration of site development plans. Draft and signed land availability agreements. Facilitate site clearance and bulk service installation. Project manage all town planning related tasks towards packaged precinct solutions. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers. Compile spatial development frameworks (SDF) in line with Municipal Planning. Human Capital Development-Mentor: train and develop candidate town and regional planners and town and regional planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice, Supervise town and regional planning work and processes; Performance management and development.. Research/literature studies on town and regional planning technology to improve expertise; Liaise with relevant bodies/councils on town and regional planning-related matters. The extent of effective and efficient research and development.

- ENQUIRIES** : Ms S Subban, Tel No: (012) 406 2044 / 1790.
- POST 44/50** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES Ref 2018/168**
- SALARY** : R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in the related field. Appropriate experiences in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.
- DUTIES** : To manage the alignment of the accommodation portfolio of Justice & Others - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Justice & Others regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Justice & Others - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Justice & Others' suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Justice & Others and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Justice & Others- liaise with project managers on progress per project; verify registered services on the Work Control System (WCS)

for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

- ENQUIRIES** : Mr B Kgasoane, Tel No: (012) 406 2020
- POST 44/51** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: JUSTICE & OTHERS Ref 2018/169**
- SALARY** : All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in the related field. Appropriate experiences in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.
- DUTIES** : To manage the alignment of the accommodation portfolio of Justice & Others - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Justice & Others regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Justice & Others - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Justice & Others' suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Justice & Others and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Justice & Others- liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement

and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES :

Mr B Kgasoane Tel No: (012) 406 2020

POST 44/52 :

DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE & MILITARY VETERANS Ref 2018/170

SALARY :

All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE :

Head Office (Pretoria)

REQUIREMENTS :

A three year tertiary qualification in the related field. Appropriate experience in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES :

To manage the alignment of the accommodation portfolio of Justice & Others - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Justice & Others regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Justice & Others - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Justice & Others' suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Justice & Others and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Justice & Others- liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES :

Mr B Kgasoane Tel No: (012) 406 2020

POST 44/53 :

DEPUTY DIRECTOR: PROPERTY PAYMENTS (2x Posts) REF NO: 2018/ 171

<u>SALARY</u>	:	All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Economics, Accounting, business studies or relevant qualification, Relevant working experience in Property Management and / or finance Management experience, Extensive 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. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working, highly motivated.
<u>DUTIES</u>	:	Development, implement and maintain property debt management policies; develop and give advice on the implementation of debt management procedures and policies; ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; develop and implement procedures to reduce the outstanding debt; Develop mechanism to assist with debt recovery and below market rentals; Monitor debtor age analysis trend and provide intervention where required; verify debtors monthly schedule; respond to and resolve audit queries and compile monthly expenditure reports. Effective management of the sub-directorate- administrate employment related processes of the component; Manage the budget and expenditure of the component; Co-ordinate units monthly and quarterly reports. Maintain and update creditors and customers master data files. Implement and monitor compliance to internal control measures. Development of policy guidelines. Manage budgets of the Section .Liaise with clients regarding property payments and revenue. Respond to audit queries. Manage staff and employment related processes. Management of the Section.
<u>ENQUIRIES</u>	:	Mr E Nkuna, Tel No: (012) 406 1210
<u>POST 44/54</u>	:	<u>DEPUTY DIRECTOR: IAR ACCOUNTING (2 POSTS) Ref 2018/172 (24 Months Contract)</u>
<u>SALARY</u>	:	All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Accounting; Asset Management or related qualification; relevant experience in Asset Management, financial reporting and project management. Asset Management; Accounting; Financial Management; Property Management; Project Management. KNOWLEDGE: 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; GRAP requirements for immovable assets; Financial Accounting; Treasury Regulations; Public Service Act and Regulations. SKILLS: Strategic capability and leadership; Programme and project management; Information and Knowledge management; People Management and empowerment; Problem solving and change management; Policy analysis and development; Client orientation and customer focus; Service delivery innovation; Financial management; Communication (verbal and written); Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation; Quality management. PERSONAL ATTRIBUTES: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive;

<u>DUTIES</u>	: Hardworking; Trustworthy; Self-motivated; Ability to work independently. Ability to work under pressure; a valid Driver's licence.
<u>DUTIES</u>	: Implement Immovable Asset Register Management (IARM) policies and procedures: Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Liaise with technical and other units that inform GRAP compliance. Ensure IAR compliance with relevant legislations requirements -Identify completed projects for capitalisation; Design and manage a plan for physical verification of completed projects; Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers; Apply deemed cost on properties (transfer, additions etc.); Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually; Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements; Perform reconciliation between properties handed over for physical verification and QA report and update IAR; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Develop and implement IAR risks management controls:-Develop the risk and control matrix; and monitor compliance thereof; Analyse audit reports and develop audit remediation plans; Implement audit plans and respond to audit queries. The management of the sub-unit and human resources -Manage budget and expenditure of the component efficiently; Provide advisory support to management on asset register; Manage the administration, training and development of staff; Ensure that performance appraisals are carried out quarterly.
<u>ENQUIRIES</u>	: Mr S. Sokhela, Tel No: (012) 406 1143 / 2043
<u>POST 44/55</u>	: <u>DEPUTY DIRECTOR: LEASED PROPERTY Ref 2018/173</u>
<u>SALARY</u>	: All-inclusive salary package of R826 053.00 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 Real Estate Management or related qualification; relevant experience on supervisory or Assistant Director 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: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels. Must be prepared to travel; drivers licence; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	: To participate in the development of policy and master plan for lease portfolio, provide guidelines and inputs on drafting plans regarding leased properties; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; Reconciliation of revenue and expenditure of all freehold and leased property. 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; Management and administration of leased property, ensure effective functionality of leased properties, 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 BBBEE activities; Provide clear strategies for lease management for regions. Management of freehold portfolio, Conduct customer satisfactory survey for lease portfolio; Manage the preparation processes of lease agreements; the reconciliation of property payments and revenues with leases manage litigation and/or arbitration related to property payments and revenue; performance of risk management functions on the property portfolio; Create leading benchmarks and

practices for lease management within national government; Monitor and ensure property compliance with local regulations and laws. The administration of leased accommodation, Provision of inputs on SCM procurement processes; Ensure the functionality of negotiations processes. Ensure functionality tool are embedded in process. Ensure lease agreements are within industry trends. Ensure optimal procurement practices for both freehold and lease; administer lease portfolios and agreements; approve rentals and payments regarding leases; negotiate and manage renewals of leased.

ENQUIRIES : Mr M Mabinja, Tel No: (012) 406 2066

POST 44/56 : **DEPUTY DIRECTOR: MAINTENANCE Ref 2018/174**

SALARY : All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Property or Facilities Management or the relevant field and relevant experiences. Knowledge: Engineering Industry (Electrical or Civil or Mechanical); Construction Industry; National Building Regulations and Standards; Property and Facilities Management. Skills: Computer Literacy; Planning and Organising; Problem solving; Analytical thinking; Numeric skills; Decision making; management; Motivational skills; Project Management; Advanced communication; Conflict management; Interpersonal skills and Time. Personal Attributes: Resourceful; Solution orientated; Creative; Ability to work under stressful situations; Highly motivated; Trustworthy; Punctuality; Assertive; Hard-working; Ability to work independently. A valid Drivers' license; Prepared to travel; Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Perform research required to stay in touch with new business practices; Develop guidelines, norms & standards, policies and strategies for contract management; Make recommendations for changes and improvements to existing standards, policies, and procedures; Develop and review User Asset Management Plan (U-AMP); 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; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required performance and administrative reports; Serve on transversal task teams as required. Procurement and asset management for the sub directorate; Provide functional technical advice and guidance.

ENQUIRIES : Mr Nkosana Kubeka, Tel No: (012) 406 1504

POST 44/57 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT Ref 2018/175**

SALARY : All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Property or Facilities Management or related with relevant experience on an ASD level/ Equivalent. A valid driver's licence. Knowledge and understanding of Construction Industry, National Building Regulations and Standards, Facilities Management, Property Management, Archibus - ERP system. Skills: Computer Literacy, Numeric skills, Decision making, Advanced communication and Project Management. Ability to work under stressful situations. Ability to work independently. A valid Drivers' license.

		Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Develop facilities contract management guidelines, norms & standard, polices and strategies-: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; Co-ordinate & oversee the preparation, analysis negotiation and review of contracts for facilities management -: 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. Coordinate the development of facilities management contracts and ensure compliance with procurement procedures and legislation -: 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. Manage the Sub Directorate-: Maintenance of discipline; Management of performance and development; Undertake Human Resource and other related administrative functions; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required performance and administrative reports; Serve on transversal task teams as required. Procurement and asset management for the sub directorate; Plan and allocate work. Quality control of work delivered by employees; Provide functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Nkosana Kubeka, Tel No: 012 406 1504
<u>POST 44/58</u>	:	<u>DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEMS (GIS) (24 MONTHS CONTRACT) REF NO: 2018/176</u>
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>SALARY</u>	:	All-inclusive Salary Package of R 826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Geographic Information System as recognized by SAQA, registration with SAGC (PLATO), Relevant experience in GIS, Asset Management, Statistical analysis and project management will be an added advantage. Willingness to travel, a valid driver's license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, 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.
<u>DUTIES</u>	:	Design, plan and perform advanced GIS analysis to address organizations strategic objective, Undertake spatial modelling, Facilitate the collection and capturing of spatial data from various formats and sources, Ensure the publishing of metadata, Coordinate the design, development and creation of geospatial databases, Conduct analysis and visualization of data to meet the stated requirement, Manage and implement image processes and procedures, Undertake operational and project requirements. Manage GIS Sub Directorate effectiveness, Allocate, control, monitor and report on all resources, Manage and implement knowledge sharing initiatives e.g. short-term assignments and training,

continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. GIS Establishment and implementation, Undertake cost benefit analysis of GIS in the REIRS branch, Develop process model and workflows diagrams, Implement GIS policy and standards, give support in drafting the Terms of Reference for GIS projects. Research, Research, investigate and advice on new GIS technologies, Advise on research viability and feasibility, Recommend and compile appropriate plan to respond to the research problem, Develop new methods/technologies for solving spatial data problems, Research and implement new GIS standards.

- ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 2043
- POST 44/59** : **DEPUTY DIRECTOR: MOVEABLE ASSET MANAGEMENT Ref 2018/177**
- SALARY** : All-inclusive salary package of R 697 011.00 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management/ Financial Management or equivalent. Related financial/asset management experience in the relevant field. Knowledge of Accounting and Business Processes Structure and functioning of the Department; Business functions and processes of the Department; Supply Chain Management; extensive understanding and experience in GRAP reporting principles, Financial Systems (LOGIS and BAS); Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. Skills: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Project Management; Computer Literacy. Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive; Hardworking; Trustworthy; Self-motivated; Ability to work independently. Ability to work for long hours. A valid Driver's licence.
- DUTIES** : Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department; Monitor and review the capturing of all movable assets in the asset register; Monitor and review the allocation of assets; manage the life cycle of movable assets; planning and monitoring of the asset verification process for Head Office and Regional Offices; compile and consolidate both head office and regional office reconciliation in accordance with GRAP standards; manage stock audits and stock takes, asset identification, bar coding and standardization of asset naming and description; manage stock discrepancies and disposal process. Implement policies and processes for efficient management of moveable assets; Ensure effective execution of all functions pertaining to Moveable Asset Management; ensure optimal utilization of assets; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures, prepare relevant reports for management and auditors. Maintenance of discipline; Management of performance and development; Undertake Human Resource and other related administrative functions; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required administrative reports; Serve on transverse task teams as required. Procurement and asset management for the sub directorate; Planning and allocate work; Quality control of work delivered by employees; Functional technical advice and guidance.
- ENQUIRIES** : Mr H Sigwavhulimu, Tel No: (012) 406 1319.
- POST 44/60** : **DEPUTY DIRECTOR: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2018/178**
- SALARY** : All-inclusive salary package R697 011.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management and related supply chain management experiences. Knowledge: Thorough knowledge

and understanding of government procurement systems and relevant legislation; supply chain management; built environment industry; In-depth knowledge best practice of Supply Chain Management Framework, Acts, Regulations and Guidelines; Construction Industry Development Board Act (CIDB), 2000 and Regulations. BBEEE Code of Good Practice, Preferential Procurement Policy Framework Act (PPPFA) 2000 (Act 5 of 2000) Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan and obtain approval; Manage the execution of the acquisition management plan; Monitor and review the acquisition management activities; Setting up the Bid Specification Committees, Bid Evaluation, and Bid Adjudication and render a secretariat service to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Processing and management of bid documents. Receive, evaluate and adjudicate expressions of interest. Management of performance and development. Undertake Human Resource and other related administrative functions. Implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Plan and allocate work. Apply the CIDB prescripts and Code of Conduct across the infrastructure programme; Manage and oversee the implementation of an acquisition management system for the procurement of property and facilities. Participate in development of the Procurement Plans for property and facilities management; management of the responsibilities for the property and facilities management stream for Head Office and Regional Offices, Assist with management controls, Provide timeous reports to management on performance of the SCM value chain for property and facilities management; and Provide support and leadership to Regional Offices for the timeous delivery of property and facilities management. Manage the establishment and administration of various types of contracts (term, ad hoc or transversal contracts) Keep and track records of acquisition status Quality control of work delivered by employees. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW.

ENQUIRIES : Mr Raymond Naidoo Tel No: (012) 406 1191

POST 44/61 : **CONSTRUCTION PROJECT MANAGER (X14 POSTS) RE-ADVERTISEMENT**
Note: Those who applied previously need to re-apply

SALARY : R679 338 - R728 400 all-inclusive (OSD) package per annum
CENTRE : Cape Town Regional Office Ref No: 2018/179 A(X1 Post)
 Bloemfontein Regional Office Ref No: 2018/179 B(X3 Posts)
 Mthatha Regional Office Ref No: 2018/179 C(X2 Posts)
 Kimberly Regional Office Ref No: 2018/179 D(X4 Posts)
 Port Elizabeth Regional Office Ref No: 2018/179 E(X2 Posts)
 Johannesburg Regional Office Ref No: 2018/179 F(X2 Posts)

REQUIREMENTS : A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well

		as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr W. Hlabangwane Tel No: 012 406 1734
<u>POST 44/62</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT: OFFICE OF THE SENIOR EXECUTIVE OFFICER PMTE REF NO: 2018/180</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 693.00 per annum Head Office (Pretoria)
	:	A three year tertiary qualification in Office Management, management science or related field and appropriate experience in the relevant environment. Knowledge of Minimum Information Security Standards (MISS) Act; structure and functioning of the Department; Departmental standards and regulations; Parliamentary protocol processes; linkages with government clusters; Secretariat responsibilities; knowledge of the property and construction industries. Skills: ability to communicate at all levels; ability to write accurate minutes; language proficiency; report writing; financial administration; organizing and planning; computer literacy; general office management and organisational skills; project management; time management; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain personal networks; trustworthy; assertive; ability to work independently.
<u>DUTIES</u>	:	Manage secretariat support to all technical and structured committees within the department manage the arrangement of meetings, including all logistical requirements- e.g. secure venues for meetings and certain departmental events, prepare agendas, minutes and action lists for meetings; ensure quality control on developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting, ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner, ensure that professional standards are maintained in relation to services rendered and resource requirements, manage, direct and co-ordinate aspects of employment and utilisation of staff attached to the Office; monitor the financial management of the Office and co-ordinate the budget – where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office; manage, sort, analyse and schedule the information framework and flow thereof through the Office; General office management with specification to office inventory, manage office management systems; manage the security profile of the Office; co-ordinate and administrate logistical arrangements – travel and accommodation during meetings; co-ordinate and manage administrative aspects relevant to the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. H Worst Tel No: (012) 406 1382

POST 44/63 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT (2 x Posts)**
CORRECTIONAL SERVICES: FINANCE AND ADMINISTRATIVE SERVICES
REF NO: 2018/181

SALARY : R 444 693.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification in Public Administration or related qualification and appropriate relevant experiences. Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; and research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Assist with the management and alignment of the accommodation portfolio of Defence & Military Veterans: - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Defence regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Defence & Military Veterans: - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Defence's suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Defence and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Defence & Military Veterans: - liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Monitor an effective audit process- audit data to ensure correct distribution and referencing of data; respond to audit queries; resolution of audit queries.

ENQUIRIES : Mr B Kgasoane Tel No: (012) 406 2020

POST 44/64 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO:**
2018/ 182

SALARY : R444 693 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification in economics, accounting, business studies or relevant qualification and relevant working experience in Property Management and / or finance, Supervisory experience, Extensive 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. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning,

- Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated, research.
- DUTIES** : Ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; Monitor debtor age analysis trend and provide intervention where required. Effectively manage claims by ensuring that debt claims are recovered within prescribed timeframes; ensure that balances are confirmed with client department; resolve tenants disputes on payments; ensure that debt claims are correctly recorded; Monitor tenant's rental payment trend analysis. Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Effective implementation of the property expenditure management system, Manage property revenues, Liaise with clients regarding property payments and revenue and respond to audit queries.
- ENQUIRIES** : Mr E Nkuna, Tel No: 012 406 1210
- POST 44/65** : **CONTROL WORKS MANAGER: BUILDING (X 1 POST) RE-ADVERTISEMENT REF NO: 2018/183**
Note: Those who applied previously need to re-apply
- SALARY CENTRE REQUIREMENTS** : R444 693.00 per annum
Johannesburg Regional Office
A three year tertiary qualification in the Building or civil engineering field with relevant building maintenance and project management experience and extensive supervisory experience. Ability to plan, organize and manage people and resources. A valid driver's license. Computer literacy (MS Excel, Word and Projects). Knowledge and understanding of the PFMA, the OHSA, LOGIS and EPWP as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage.
- DUTIES** : Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Minor work performance of Chief Works. Compile specifications and handle inspections in the civil and building field. Managers and Works Managers and support staff. Analyze all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Management. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA. Plan and execute service contracts for building works. Formulate policies and administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.
- ENQUIRIES** : Mr KC Muthivheli (JHB) Tel No: (011) 713 6097
- POST 44/66** : **CHIEF ARTISAN (GRADE A) (X6 POSTS) RE-ADVERTISEMENT**
Note: Those who applied previously need to re-apply
- SALARY CENTRE** : R365 646.00 per annum (OSD)
Pretoria Regional Office Ref No: 2018/ 184A (X5 Posts) 1Carpenter, 1Plumber, 1Mechanical-Fitter, 1Boiler Maker, 1Electrician)
Kimberly Regional Office: 2018/184B (1 XPOST)
- REQUIREMENTS** : Proof of having passed a Trade Test, and Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Knowledge of the PFMA and the OHSA. Knowledge of Project management, Technical design and analysis,

		Knowledge Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's Licence.
<u>DUTIES</u>	:	Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
<u>ENQUIRIES</u>	:	Mr J De Wit, (Pta) @ 082 889 0283, Ms R Baulackey (Kimberly) Tel: 053 838 5202
<u>POST 44/67</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2018/185</u>
<u>SALARY</u>	:	R356 289. per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification. Relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
<u>DUTIES</u>	:	Ensure that SCM prescripts, processes are complied with in line with the relevant legislative and regulatory frameworks. Manage, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW. Management of the staff.
<u>ENQUIRIES</u>	:	Mr Herman Masha Tel No: (012) 406 1997

POST 44/68 : **ASSISTANT DIRECTOR: SCM ACQUISITION - INFRASTRUCTURE Ref 2018/186**

SALARY : R356 289. per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification and relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, Construction Industry Development Board (CIDB) Act and CIDB Regulations as well as the Standard for Infrastructure Procurement and Delivery Management (SIPDM). Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Ensure that SCM prescripts, processes are complied with in line with the relevant legislative and regulatory frameworks. Manage, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW. Management of the staff.

ENQUIRIES : Mr T Tladi, Tel No: 012 406 1864

POST 44/69 : **SENIOR ADMINISTRATION OFFICER: (2 Posts)**
FINANCE AND ADMINISTRATIVE SERVICES Ref 2018/187 A
SAPS & IPID Ref 2018/187 B

SALARY : R299 709. per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Administration/Public Administration and relevant experience. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; State

budgetary systems; business-, accounting- and financial systems. Skills: Numeracy; accounting; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem solving approach; communication; computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Verify accommodation particulars to determine correctness; apply space norms and cost limits to register and program the service; assist with the issuing of pre-designed information requests (PDIR) to Professional Services; assess and analyse accommodation requirements; compile and issue procurement instructions to executing units at Head Office and regional level; liaise with clients regarding leasing issues, facilities management and maintenance; assist client departments with request for funding of leased accommodation; draft and submit report to confirm alternative leased accommodation to regional offices. Ensure that collective funds are deposited in the client department's suspense account; ensure that deposited funds are accounted for and allocated to the correct services; assist with the monthly reconciliation of the suspense account and report to the client departments; prepare cost analyses for leased accommodation; obtain cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management and Customer Building. Liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) to ensure that the system is updated by project managers; verify PACE report information per Client Department; co-ordinate meetings, arranging a venue and take minutes at meetings; liaise with regional offices and service providers; update filing system and submit copies of documentation to registry.

ENQUIRIES : Mr B Kgasoane Tel No: 012 406 2020

POST 44/70 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE CHIEF DIRECTOR USER DEMAND MANAGEMENT REF NO: 2018/188**

SALARY : R 299 709.00 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration / Management or equivalent qualifications and working experience in administration field. Knowledge: Wide range of office management and administrative tasks; Demonstrative computer literacy; relevant legislation/policies/prescripts and procedure; Sound knowledge on financial administration; Research and analysis of documents and situations. Skills: Advanced communication (verbal and written); Basic numeracy; Interpersonal skills; Office administration and organisational skills; Planning and organising; Good telephone etiquette; Computer literacy; High level of reliability. Personal Attributes: People orientated; hard working; Resourceful; Self-motivated; Trust worthy; multilingual; Creative. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Integration of meetings and development of a Corporate Calendar for the year; Compiling of business plan and aligning APP; Liaise and consolidate with stakeholders involved with the office; Ensure the effective flow of information and documents from the Chief Director to subordinates; Obtain inputs, collates and compiles reports; Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Director; Resolve queries and complaints through the engagement of relevant stakeholders; Collects, analyses and collates information requested; Remain abreast with the procedures and processes that apply in the office of the manager; Collect and compiles all necessary documents to inform on the contents for the manager; Record minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangements for meetings when required. Manage the budget for the office; Monitor budget expenditure; Provide support with the compilation of the annual budget;

Compilation of the monthly cash flows and expense report; Collect and coordinates all the documents that relate to the manager's budget; Assists manager in determining funding requirements for purpose of MTEF submission; Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending; Check and correlates SAGE reports to ensure that expenditure is allocated correctly; Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose; Compares the MTEF allocation with the requested budget and informs the manager of changes. Monitor, evaluate and reporting monthly/ quarterly / annually on Chief Directorate performance; Report on the performance of the Chief Directorate against operational plan, business requirements and targets; Liaise with the Directors on performance information reports; Quality- assurance the Portfolio of Evidence of the progress reports provided against the targets and performance indicators.

ENQUIRIES : Mr B Kgasoane Tel No: (012) 406 2020

POST 44/71 : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT (INFRASTRUCTURE) (2 POSTS) Ref 2018/189**

SALARY : R299 709.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification. Relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, CIDB Act and CIDB Regulations. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Supervise, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW.

ENQUIRIES : Mr T Tladi, Tel. 012 406 1864.

POST 44/72 : **SENIOR ADMINISTRATIVE OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF 2018/190**

SALARY : R 299 709 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification. Relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, CIDB Act and CIDB Regulations. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Supervise, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW.

ENQUIRIES : Mr Herman Masha Tel No: 012 406 1997

POST 44/73 : **SENIOR PROVISIONING OFFICER: LOGISTICS (Subsistence and Travel) Ref 2018/191**

SALARY : R299 709.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Logistics, Financial Management or related qualification and relevant experience in Finance / SCM / Logistics. Computer skills (Excel) and a valid driver's license are compulsory. KNOWLEDGE of the National Treasury Travel Policy Framework, , Supply Chain Management, IT Systems (PERSAL and BAS), Public Finance Management Act, PPPFA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Collective Agreements, Codes of Remuneration and the Condition of Service

		Regulations and Procedures. Knowledge of Accounting and Business Processes. SKILLS: Advanced Communication Skills (verbal and written), Financial Management and excellent Computer skills. Ability to handle confidential information. Analytical thinking. Ability to work long hours.
<u>DUTIES</u>	:	The provision of effective administrative support of the Subsistence and Travel sub-directorate- ensure support in the development, review and update of Logistics policies; ensure introduction of logistics policies to the department; monitor compliance and provide policy support to Head Office and the Regional Offices; provide expert advice on matters related to Subsistence and Travel (S&T) ; provide weekly and monthly statistics and reports on S&T and entertainment; collate, capture data and maintain registers and prepare presentations on S&T; compile quarterly, interim and annual financial reports for Logistics. Prepare responses with regard to the resolution of audit queries-gather information to resolve audit queries and enquiries from management. The provision of effective management support within the sub-directorate- ensure the quarterly assessments and annual performance review of staff; ensure and monitor training of staff; ensure compliance with disciplinary and grievance code and handle administrative issues pertaining to human resources, i.e. leave schedules and meetings with staff. The effective service delivery and logistics services- manage improvement of service delivery activities within the sub-directorate; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients- obtain feedback and monitor identified problems and address them through internal training sessions.
<u>ENQUIRIES</u>	:	Ms Ntombi Mahlangu Tel No: (012) 406 1444
<u>POST 44/74</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF SENIOR EXECUTIVE OFFICER Ref 2018/192</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 242 475.00 per annum Head Office (Pretoria)
	:	A three year tertiary qualification in Secretarial, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the manager-; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services-;Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents ; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required;

		Coordinates logistical arrangement for meetings when required; Collects and coordinates all the documents that relate to the manager's budget.
<u>ENQUIRIES</u>	:	Mr H Worst, Tel No: (012) 406 1382
<u>POST 44/75</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE OF THE SENIOR EXECUTIVE OFFICER REF 2018/193</u>
<u>SALARY</u>	:	R 242 475.00 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Office Management or equivalent qualification and appropriate experience in clerical and office administration duties. Knowledge: Public Finance Management Act and Wide range of office administration tasks. Skills: Effective communication; Report writing; Basic numeracy; Demonstrative computer literacy; Interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Punctuality; Assertive; Hard-working; Self-motivated and Ability to work independently.
<u>DUTIES</u>	:	Perform office administrative activities; liaise with stakeholders relevant to the office; prepare documentation for meetings, presentations and reports; organise office logistical matters; act as general receptionist; make required transport, travel and accommodation arrangements. Operates and ensure that office equipment, fax machines and photocopiers are in good working order Administrate office correspondence, documents and reports; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; manage communication to and from the office; processing of forms and documents related to claims, payments, invoices and consultant fees relevant to the office.
<u>ENQUIRIES</u>	:	Mr H Worst, Tel No: (012) 406 1382
<u>POST 44/76</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS SUPPORT) (5 POSTS) Ref 2018/194</u>
<u>SALARY</u>	:	R 242, 475.00 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Property Management, Asset Management or equivalent qualification; Relevant experience in Assets Management and Property management. Asset Management; Project Management; Commerce; Geographic Information Systems; Information Technology; Property Management; Financial Management. KNOWLEDGE: Structure and functioning of the Department; Business functions and processes of the Department; GIAMA; Asset Management; Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. SKILLS: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Programme and Project Management; Computer Literacy; Strategic planning; Influencing skills; Time management; Negotiation skills; Policy formulation; Decision making skills; Motivational skills; PERSONAL ATTRIBUTES: Ability to handle confidential information; Ability to work independently. Ability to work under pressure; Willingness to travel; A valid driver's licence.
<u>DUTIES</u>	:	Conduct the physical verification of immovable assets; 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 (Immovable Asset Register); Coordinate the surveying of state land parcels including SDF's is completed; Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities; Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web; Perform such other duties, appropriate to the role, as may be required by the Assistant Director and / or Company from

time to time; IAR Physical Verification desktop planning; Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them. Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images; Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Provide accurate fundamental geographic data and metadata; Provide geographic support for the monitoring and evaluation framework; Ensure spatial capturing of data; Analyse captured data to provide sufficient management information; Thematic map making for the monitoring of report; Provide survey report through the production of maps based on evaluation of data; The facilitation and maintenance of the database using structured query language (SQL); Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the unit (REIRS).Generate shape files and update the GIS database using Oracle Map builder; Mapping and data loading; Optimise geographic technologies to produce user driven products analysis and informatics.

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

POST 44/77 : **ADMINISTRATION OFFICER: INVESTMENT ANALYSIS REF NO: 2018/195**

SALARY : R 242 475 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification, relevant working experience in Office Administration. Be in possession of a valid driver's licence (Code 08).
KNOWLEDGE: Knowledge of office management and administration. **SKILLS:** Time management, People management, Interpersonal and communication skills, Proven planning and organizational skills, Financial management and reconciliation skills, Excellent communication (written and verbal), Computer literacy and operating of MS Office Suite. Knowledge of LOGIS and BAS will be an added advantage. **PERSONAL ATTRIBUTES:** Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES : To manage all telephone calls – screening incoming and outgoing calls in the office of the Director and ensuring the efficient flow of information. To administrative and secretarial support to the Director, i.e. typing, co-ordination of daily activities, management of electronic diary, proper preparation and recording of all meetings and appointments. Provide administrative support to Directorate staff. Liaise with stakeholders relevant to the office. Prepare documentation for meetings, preparing agendas and minutes and assist with the compilation of reports and presentations. Record incoming and outgoing mail, distribute to relevant managers and assist with tracking of documentation. Manage the flow of information and documents in the office. Manage communication to and from the office. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Procure office logistical requirements. Administrate leave arrangements. Administrate required transport, travel and accommodation arrangements. Prepare budget for the Directorate, monitor and reconcile expenditure against the BAS and LOGIS systems, compile and submit budget reports, provide budget information to the Director and colleagues. Handle queries from PPM, KAM, Regional Offices, Project Managers, User Departments and consultants.

ENQUIRIES : Mr V Bedesi, Tel No. (012) 406-2047

POST 44/78 : **ADMINISTRATIVE OFFICER: LOGISTICS (3 POSTS) Ref 2018/196**

SALARY : R 242, 475 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A three year tertiary qualification in Supply Chain Management or related qualification; relevant experience in the field of Financial Accounting; Logistics or Supply Chain Management. Computer literacy and a driver's license are compulsory KNOWLEDGE: Office Administration; Logistics and Provisioning Policies and Procedures; Financial Systems (LOGIS and BAS); Public Finance Management Act; Financial Administration; Supply Chain Management; PPPFA. SKILLS: Planning and Organising; Report Writing; Problem Solving; Communication Skills; Interpersonal Skills; Resource Management; PERSONAL ATTRIBUTES: Ability to handle confidential information; Analytical thinking; Resourceful; People orientated; hardworking; Trustworthy; Self-motivated; Ability to work independently.
<u>DUTIES</u>	:	Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, ensure that payments are finalised with 30 days. Ensure compliance to policy; ensure that invoices are obtained, certified and captured correctly; ensure that schedules are updated on a monthly basis; Capture and maintain registers, Coordinate and collate weekly and monthly statistics. Assist with monthly reconciliations. Compiling and investigate the LOGIS Commitments and LOGIS Accruals, Cost Containment to National Treasury, Open Vouchers of Travel Management Company, BAS and SAGE Accruals. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
<u>ENQUIRIES</u>	:	Mr L Matsotso, Tel No: (012) 406 1439
<u>POST 44/79</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE SUPPLY CHAIN EXECUTIVE Ref 2018/197</u>
<u>SALARY</u>	:	R242 475. per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A three year tertiary qualification in Secretarial, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication(verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the manager-; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services-;Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager

and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents ; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager's budget; Collects and coordinates all the documents that relate to the manager's budget.

- ENQUIRIES** : Raymond Naidoo, Tel No: (012) 406 1191
- POST 44/80** : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS TECHNICIANS) (5 POSTS) Ref 2018/198**
- SALARY** : R242, 475 per annum (24 MONTHS CONTRACT)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Property Management, Asset Management or equivalent qualification; Relevant experience in Assets Management and Property management. Asset Management; Project Management; Commerce; Geographic Information Systems; Information Technology; Property Management; Financial Management. KNOWLEDGE: Structure and functioning of the Department; Business functions and processes of the Department; GIAMA; Asset Management; Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. SKILLS: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Programme and Project Management; Computer Literacy; Strategic planning; Influencing skills; Time management; Negotiation skills; Policy formulation; Decision making skills; Motivational skills; PERSONAL ATTRIBUTES: Ability to handle confidential **information**; Ability to work independently. Ability to work under pressure; Willingness to travel; Drivers licence.
- DUTIES** : Conduct the physical verification of immovable assets; 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 (Immovable Asset Register); Coordinate the surveying of state land parcels including SDF's is completed; Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities; Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web; Perform such other duties, appropriate to the role, as may be required by the Assistant Director and / or Company from time to time; IAR Physical Verification desktop planning; Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them. Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images; Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Provide accurate fundamental geographic data and metadata; Provide geographic support for the monitoring and evaluation framework; Ensure spatial capturing of data; Analyse captured data to provide sufficient management information; Thematic map making for the monitoring of report; Provide survey report through the production of maps based on evaluation of data; The facilitation and maintenance of the database using structured query language (SQL); Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the

unit (REIRS).Generate shape files and update the GIS database using Oracle Map builder; Mapping and data loading; Optimise geographic technologies to produce user driven products analysis and informatics.

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

POST 44/81 : **ASSISTANT ADMINISTRATIVE CLERK: OFFICE SERVICES (REAPATALA) Ref 2018/199**

SALARY : R163, 563 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12 or equivalent with relevant experience in Logistics. Office administration; (Excel); Supply Chain Management. Computer literacy (Excel) and a driver's license are compulsory KNOWLEDGE: Office Administration; understand advance concepts; procurement policies; reporting procedures; financial systems (BAS); knowledge of payments, SKILLS: Data capturing, organising; planning; report writing; problem solving; computer literacy; communication; general office management. PERSONAL ATTRIBUTES: Interpersonal skills; hardworking; people orientated; ability to work under pressure. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Capture all incoming invoices on the departmental IT system. Provide weekly and monthly statistics and reports on the capturing of invoices; collate, capture data and maintain registers. Monthly distribution of telephone accounts. Monthly reconciliation of telephone accounts. Identify non-return of telephone accounts and manage collection of revenue. Assist with the opening of debt accounts. Address general enquiries on invoices. Provide administrative support with payment for goods and services-, orders and petty cash. Provide administrative support with regard to the resolution of audit queries-gather information to resolve audit queries.

ENQUIRIES : Thembi Makama, Tel No: (012) 406 1490

POST 44/82 : **ASSISTANT ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (1 POST) Ref No: 2018/201**

SALARY : R163 563.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office administration; Procurement policies; Reporting procedures; Financial systems (LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. Skills: Effective communication. General office management. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Valid driver's licence will be an added advantage.

DUTIES : Provide admin support in the acquisition Management:- Verification of ICN and Item codes. Follow up on outstanding Orders (assets), Verification of the receipt for correctness, quantity and quality upon delivery, receiving of assets on LOGIS, Effective and Efficient administration of Movable Asset Register and updating inventory control sheet. Facilitate physical movements of assets and update the system. Attend to correspondence and queries from asset controllers. Quarterly spot checks of assets. Conduct annual asset verification. Investigate surpluses and shortages, and Capture balance adjustments. Creating and maintaining of custodians of Inventory. Book in & out of assets for repair. Bar-cording of assets; updating the asset register; maintain an asset document filling system. Assist with preparation of asset for disposal.

ENQUIRIES : Mr T Mamabolo, Tel No. 012 406 2120.

POST 44/83 : **SKILLS DEVELOPMENT GRADUATES: GEOGRAPHIC INFORMATION SYSTEM (GIS) (24 MONTHS CONTRACT) (8 X POSTS) REF NO: 2018/202**

CENTRE : Head Office (Pretoria)
SALARY : R163 563 per annum

- REQUIREMENT** : A tertiary qualification in Property Management, Asset Management, and Town Planning, Information Technology/Studies, Environmental science, Geography, Geo informatics, Architecture, Civil Engineering, Quantity Surveying or equivalent qualification with GIS as a module completed. Valid driver's 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 dead line driven.
- DUTIES** : Assistance the REIRS unit with coordination and execution of GIS activities related to Asset Verification, validation and data cleansing of Asset attribute data and to assist with the Coastal reserves research and land surveying project, Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities, Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web, Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director, IAR Physical Verification Desktop planning, Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them, Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose, Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images with the assistance of the GIS ASD, Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. The facilitation and maintenance of the database using structured query language (SQL) – These items will be done with the assistance/monitoring of the ASD GIS or DD Data and Systems, Extract or deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the unit (REIRS), Generate shape files and update the GIS database using Oracle Map builder, Mapping and data loading, Optimise geographic technologies to produce user driven products analysis and informatics.
- ENQUIRIES** : Mr. Siboniso Sokhela Tel, (012) 406 2043
- POST 44/84** : **SENIOR ACCOUNTING CLERK: BATCH CONTROL (X2 POSTS) REF NO 2018/203**
RE-ADVERTISEMENT: Note: Those who applied previously need to re-apply
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum
: Pretoria Regional Office
: A Senior Certificate plus relevant experience and knowledge of filing and retrieving of documents (Batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.
- DUTIES** : Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.
- ENQUIRIES** : Mr MJ Maluleke (Pta) Tel No: 012 492 3189
- POST 44/85** : **MACHINE OPERATOR: LOGISTICS REF NO: 2018/200**
- SALARY CENTRE REQUIREMENTS** : R136 800 per annum
: Head Office (Pretoria)
: ABET with between 5-10 years relevant working experience in Document Management. Knowledge: Operation of machinery and tools, Occupational health and safety act; SKILLS: Effective communication (verbal and written), Interpersonal relations, planning of work processes, Time management, Operation of heavy duty photocopying machine, Safety conscious, Hardworking, Trustworthy, Punctuality, Accuracy, Polite, Helpful.

DUTIES : The provision of machine operational support service-receive instruction from supervisor to perform photocopying services; operate heavy duty photocopying machine; ensure availability of sufficient paper; package photocopied documents; report defects and faults to the supervisor; keep stock of toners, staples and binders; assist with binding and stapling of documents; act as messenger as and when required and assist with the shredding of documents in the Department.

ENQUIRIES : Thembi Makama, Tel No: (012) 406 1490

POST 44/86 : **SECONDARY DRIVER (Transport Office) Ref 2018/204**

SALARY : R136, 800.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12/Senior Certificate or Equivalent, relevant working experience. Communication skills; client liaison course; personnel evaluation course. A PDP license and a valid driver's license are compulsory. KNOWLEDGE: Minimum Information Security Standards (MISS) Act; basic literacy; basic numeracy. SKILLS: Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills. PERSONAL ATTRIBUTES: Hard working; trustworthy; punctuality; accuracy; polite; willing to adapt work schedule in accordance with office requirements.

DUTIES : Perform general messenger and delivery services-collect post, parcels and documentation and deliver to specified persons/destinations; ensure proper control over the movement of documents and face value documents; make copies of documents; collect office consumables. Perform driver-related services-drive for departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled. Assist the Transport Officer with the checking of fleet vehicles for damages and render auxiliary administrative support as required by the Transport Office. Ability to work long hours

ENQUIRIES : Ms D Ntuli Tel No: (012) 406 1456

POST: 44/87 : **FOREMAN: HORTICULTURE REF NO: 2018/205**
RE-ADVERTISEMENT: Note: Those who applied previously need to re-apply

SALARY : R136 800 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : ABET, where applicable, with relevant experience. Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; Knowledge of Garden maintenance practices; Office Administration Operating horticultural equipment; Occupational health and safety; Personnel practices. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills.

DUTIES : Supervise horticultural services rendered-co-ordinate horticultural services; ensure the inspection of logistics and physical environments to ensure clean maintained gardens; supervise horticulturist staff; compile monthly reports. Effectively manage and control equipment and materials- identify resource requirements and special operational needs; monitor the condition and availability of horticultural equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of horticultural materials; maintain the material register. Support the administration of the Section- identify staff requirements; support the administration of human resources; assess the performance of staff; receive and submit leave of staff

ENQUIRIES : Mr KC Muthivheli (JHB) Tel No: 011 713 6097

POST 44/88 : **SECURITY OFFICER: SECURITY SERVICES(X4 POSTS) REF NO: 2018/206**
RE-ADVERTISEMENT: Note: Those who applied previously need to re-apply

SALARY : R 115 437 per annum

- CENTRE** : Pretoria Regional Office
- REQUIREMENTS** : Applicant must be in a possession of ABET plus Grade E, D or C (PSIRA). Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills. Appropriate experience in the security field.
- DUTIES** : To provide security services to the NDPW. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.
- ENQUIRIES** : Ms M Shingange (Pta) Tel No: 012 492 3137