

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.
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 07 December 2018 @ 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 note that the following posts advertised in Public Service Vacancy Circular 44 dated 02 November 2018 they were erroneously advertised namely: Assistant Director: Secretariat: Office of the Senior Executive Officer PMTE was advertised with incorrect salary of R444 693, the correct salary is R356 289, Senior Provisioning Officer: Logistics (subsistence and travel) Ref No: 2018/191 was advertised with incorrect job title, the correct job title is Senior Admin Officer, Assistant Director: User Demand Management (X2 Posts) Correctional Services: finance and administrative services with Ref No: 2018/181 and Senior Administration Officer: Finance and administration services with Ref No: 2018/187 SAPS & IPID (X2 Posts), they have been withdrawn.

OTHER POSTS

- POST 47/24** : **ASSISTANT DIRECTOR: IAR ACCOUNTING REF NO: 2018/211**
12 Months Contract
- SALARY** : R444 693 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers licence, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.
- DUTIES** : Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-

ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

ENQUIRIES :

Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/25 :

ASSISTANT DIRECTOR: IAR DATA ANALYST REF NO: 2018/212

12 Months Contract

SALARY :

R444 693 per annum

CENTRE :

Head Office

REQUIREMENTS :

A three year tertiary Qualification in Information Technology or equivalent qualification and relevant appropriate experience in the property management, IT environment or Data Management. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills Communication and Presentation Skills. Ability to work under pressure and dead line driven. Self-driven, independent individual with troubleshooting and problem solving skills. Advanced MS Office Skills. Data analysis, Data Standardization, Data Warehousing, Project Implementation and management, GIS and state land knowledge will be an added advantage.

DUTIES :

Ensure all business tasks are executed in accordance with the adopted policies and procedures. Manage and maintain IAR data and data projects related to DPW and other stakeholders. Assist in the implementation of controls associated with management of the integrity of the IAR Master data (Manual and Automated controls). Maintain alpha-numeric data structures to ensure data links with spatial data. Standardise and upload data into a common platform for analysis, reporting and a single point of truth. Reconcile the UAMPS, CAMPS, WIP, Vesting, CSG and Deeds data with the IAR of the Department and monitor completeness. Ensure the IAR is updated with physical verification feedback, acquisitions, valuations, disposals and transfers. Ensure the IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Engage with various stakeholders to ensure the IAR is aligned to their requirements.

ENQUIRIES :

Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/26 :

ASSISTANT DIRECTOR: IAR CONCURRENT MANDATE REF NO: 2018/213

SALARY :

R444 693 per annum

CENTRE :

Head Office

REQUIREMENTS :

A three year tertiary qualification in Commerce, Property Management, Economics, Law, Asset Management or equivalent qualification and relevant appropriate experience in Property Management, Asset management and State Land Administration. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Decision making Skills. Negotiation, Communication and Problem Solving Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to IAR Deputy Director. Good Verbal and written communication Skills. Understanding the mandate of the Department. Financial Management, Time Management and Computer Literacy Skills.

DUTIES :

Assist and provide guidance in the development and implementation of IARs (Provinces and other National Custodians) policies, frameworks and guidelines, processes, norms & standards and strategies in collaboration with National, Provincial and Local government custodians to ensure uniformity in the accounting of immovable assets for the State. Provide appropriate support, advice and guidance to Provinces and other National custodians to ensure a compliant IAR. Reconcile Deeds download to be analysed and incorporated into the National and

Provincial IARs. Identify erroneously vested land parcels to be rectified by National and Provincial custodians, for example, police stations vested in the name of the Province. Monitor Fair Value progress in Provinces and other National Custodians IAR as approved by Technical MinMec and as per the Immovable Asset Guide. Provide support to the Operation Bring Back programme. Contribute towards successfulness execution of the Concurrent mandate. Facilitate the process of section 42 transfers. Identify Registered Owner Rectification (incorrectly vested properties in the name of National or Provincial Government). Identify & eliminate all duplications among custodians. Assist with the Investigation dual ownership and change of registered owner. Ensure that Provinces and other National Custodians are appropriately empowered with the information to successfully execute their IAR responsibilities.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/27 : **ASSISTANT DIRECTOR: IAR ACCOUNTING REF NO: 2018/214**

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary Qualification in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers licence, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

DUTIES : Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/28 : **ASSISTANT DIRECTOR: VERIFICATION REF NO: 2018/215**

SALARY : R444 693 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary Qualification in commerce, asset management, property management and project/ programme/ portfolio Management and relevant appropriate experience in asset, project and property management. Willingness to travel. Valid unendorsed drivers licence, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

<u>DUTIES</u>	:	To assist in co-ordinating and executing work packages for the physical verification of immovable assets under DPW's custodianship: Assist with the planning of the physical verification project over a 5 year cycle. Monitor the regional project plans and provide reports, conducting ad-hoc site visits. Assisting with the Quality Assurance process at Head Office. Supervision of Head Office staff responsible for the physical verification project. Record keeping of resources. Co-ordinate the logistics and tools required to effectively manage the day to day verification processes of the asset register: Monitoring the IAR verification support tools, including mobile applications and system tools. Assist Regional Project Managers and fieldworkers to obtain access to the buildings. Provide appropriate support to IAR fieldworkers during the verification processes. Monitor daily fieldwork statistics. Assist with query co-ordination. Investigation and resolution and provide support on all ad hoc IAR projects or tasks.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 2043
<u>POST 47/29</u>	:	<u>ASSISTANT DIRECTOR: IAR PROJECTS & SUPPORT REF NO: 2018/216 (X3 POSTS)</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year tertiary Qualification in Law, Property Management, or equivalent qualification and relevant appropriate experience in Property Management, Real Estate, Conveyancing and / or State Land Administration. Willingness to travel. Valid unendorsed drivers licence, Policy formulation and Negotiation skills. Influencing and Decision making skills. Problem Solving and Resource Management skills. Excellent inter-personal Skills, Time management and Project management skills. Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy. Ability to work independently and handle confidential information. People orientated and Self-motivated. Hardworking and innovative. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, State Land Disposal Act, GIAMA, and National Treasury Regulations, Public Finance Management Act and Structure and functioning of the Department.
<u>DUTIES</u>	:	Ensure that all business tasks are executed in accordance with the adopted policies and procedures. Conduct investigations to validate ownership of immovable assets under the custodianship of the Department of Public Works, other National and Provincial custodians. Provide appropriate support and ensure successful completion of all IAR Projects (Operation Bring Back, Surveying of DPW land parcels and State Domestic Facilities. Manage the process of vesting land parcels and endorsement of title deeds to ensure that quarterly targets are achieved. Transfer/conveyancing of approved disposals in respect of socio-economic purposes. Ensure compliance with the relevant legislation in terms of the Constitution, PFMA, GIAMA, GRAP and National Treasury guidelines.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 2043
<u>POST 47/30</u>	:	<u>ASSISTANT DIRECTOR CANDIDATE GISC PROFESSIONAL: IMMOVABLE ASSET REGISTER REF NO: 2018/210 (X2 POSTS)</u> 12 Months Contract
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Geography and Information Technology and relevant experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. A 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 deadline driven.
<u>DUTIES</u>	:	Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build

effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

ENQUIRIES

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Mr. Siboniso Sokhela Tel No: (012) 406 2043