

## 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.*

- CLOSING DATE** : 14 December 2018
- 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. General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. **ERRATUM:** Kindly note that the following post advertised in Public Service Vacancy Circular 47 dated 23 November 2018, Assistant Director: IAR Accounting REF NO: 2018/214 is two (2) positions.

## MANAGEMENT ECHELON

- POST 48/94** : **SENIOR EXECUTIVE OFFICER: PMTE REF NO: 2018/210**  
(5 Year Contract)  
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)  
Job Purpose: To provide strategic leadership and overall management of PMTE in relation to real estate management including asset investment management, construction project management, registry, and facilities management.
- SALARY** : R1 880 736 per annum (Level 16) (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 07) and a post graduate qualification (NQF level 08) in a Built Environment discipline, Business Management, Asset Investment Management, Financial or related fields, 8-10 years relevant senior management experience in infrastructure development and property, asset investment and/or financial management sectors, of which 5 years must be as a member of the SMS in the public service. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation, Knowledge and understanding of project management, Knowledge and understanding of government procurement policy framework, Understanding government planning processes, including municipal planning processes. Skills: strategic capability and leadership, programme and project management, information and knowledge management, people management and empowerment, problem solving and change management, policy analysis and development, client orientation and customer focus; service delivery innovation, financial management, communication (verbal and written), computer literacy, stakeholder management, planning and coordination; presentation and facilitation; quality management, personal attributes: good interpersonal relations, ability to work under pressure, innovative and creative, ability to work in a team and

independently, adaptability, independent thinker, cost consciousness, honesty and integrity, influencing other, willing to adapt work schedule in accordance with office requirements and work abnormal hours.

**DUTIES** : Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximization. Manage the provision of office accommodation to client departments through construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of the immovable asset register. Development and implementation of the built environment Green Economy Programmes and institutionalization on of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA. Provide strategic leadership in of the implementation Asset Investment Management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).

**ENQUIRIES** : Mr. Clive Mtshisa Tel No: (012) 406 1660

**APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION** : Ms N.P Mudau

**NOTE** : All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

#### **OTHER POST**

**POST 48/95** : **ARCHITECTURAL TECHNOLOGIST REF NO: 2018/211**

**SALARY** : R344 271 – R371 130 per annum (All-inclusive OSD salary package)

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A Bachelor of Technology in Architecture (B-Tech) or relevant qualification and three (3) years post qualification Architectural Technologist experience required. A Valid driver's license. Compulsory registration with SACAP as an Architectural Technologist. Knowledge of Architectural legislations, acts and policies, Application Architectural principles in the built environment, Intermediate knowledge on architectural services, Public Finance Management Act. Skills: Project management, Architectural planning, Computer-aided architectural applications, Knowledge of legal compliance, Technical report writing, Networking, Professional judgement. Decision making, Team leadership, Communication, Computer skills.

**DUTIES** : Provide technological advisory services:- Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying architectural principles. Perform administrative and related functions: - Compile

and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: - Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; and Liaise with relevant boards/councils on architectural -related matters.

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

: Mr I Molosi, Tel No: 011 713 6020  
: 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.  
: Mr M Mudau