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: 15 March 2019 at 16h00

Note: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply.

Management Echelon

Post 08/51: Director: Inter-Governmental Relations – Public Entities Ref No: 2019/53

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

Centre: Head Office: Pretoria

Requirements: An undergraduate qualification in Finance (NQF level 07) or equivalent qualification. Property Management or State Owned Entities oversight experience will be an added advantage. 5-10 years relevant experience (i.e. finance, budgeting, corporate governance monitoring, and/or property management) at a management level. Knowledge: Relevant Public Service legislation such as, but not limited to, Intergovernmental Framework Act, Public Finance Management Act and Treasury Regulations, King Report II, III and IV, Division of Revenue Act, Municipal Finance Management Act, Municipal Systems Act, Municipal Property Rates Act, etc; Knowledge and understanding of public/state-owned entities oversight policy frameworks and regulations, Exposure to and knowledge of governance matters including planning processes, budgeting and expenditure management as well as board appointment processes, Experience must include stakeholder management and negotiation in multidisciplinary environments Experience in managing projects and processes in conflict environments with multiple stakeholder contradictions Skills: Sound analytical skills, with communication skills both written and verbal, 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, Computer literacy, 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 and Go-getter Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Required to travel extensively. Valid driver’s license.

Duties: Facilitate approval of entities Strategic Plans & Annual Performance Plans process including the signing of Shareholder’s Compacts. Facilitate approval of public
entities’ annual reports. Ensure providing of departmental budgetary inputs. Facilitate transfer of payments to the entities as planned. Ensure the Board/Council appointments process and filling of Board vacancies. Facilitate performance review of the public entities (ensure quarterly reviews by the Director General). Effective monitoring of compliance with the set policies, legislations, norms and guidelines impacting on built environment. Verify the establishment of public entity governance structures. Process stakeholder and parliamentary queries with regard to governance related matters of public entities. Ensure tabling of financial reports in Parliament. Coordinate and facilitate processes and meetings/fora that ensure that government debt owed to municipalities is settled by the Public Works sector and other departments. The effective management of the component resources (personal and financial). Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Ensure the enhancement of the oversight policies to ensure effective oversight of the public entities and professional councils.

ENQUIRIES:
Mr MT Mohwasa Tel No: (012) 492 3110

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

OTHER POSTS

POST 08/52:
DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE MANAGEMENT REF NO: 2019/54

SALARY:
R826 053 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE:
Mthatha Regional Office

REQUIREMENTS:

DUTIES:
Management and implementation of the National Youth Service (NYS) programme at the regional office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Management and implementation of the Vuk’uphile-Building and other related contractor development programmes at regional office. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Management and implementation of other NDPW Contractors development initiatives. Liaison with all relevant stakeholders to ensure their buy-in and participation in the different contractor development programmes and the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the regional office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports.

ENQUIRIES:
Mr. Mziwabantu Ntese Tel No: (041) 408 2029

APPLICATIONS:
All Mthatha Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

POST 08/53:
STATE ACCOUNTANT BILLING AND REVENUE REF NO: 2019/55

SALARY:
R242 475 per annum

CENTRE:
Head Office: Pretoria
REQUIREMENTS: Three year tertiary qualification in Financial Management. Knowledge of financial systems, financial prescripts e.g. Public Finance Management Act and Treasury regulations. Knowledge of the transversal systems. Must have communication skills, interpersonal skills, sound administrative and numeric skills. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative innovative and have the ability to communicate at all levels.

DUTIES: Compile and distribute municipal services claims to clients department. Monitor, allocate money received for Municipal Services. Perform reconciliation of clients' accounts and clear exceptions. Follow up on outstanding balances. Liaise with Regions on clients disputes. Resolve disputes. Attend to client queries. Compile and issue statements of accounts to client on monthly basis. Clearing the suspense accounts. Respond to all audit queries in the directorate and gather information to resolve the audit queries.

ENQUIRIES: Ms Ekaba Tseuoa Tel No: (012) 406 1875

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