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.

ANNEXURE O

CLOSING DATE : 03 May 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 (not older than 3 months) 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.

MANAGEMENT ECHELON

POST 14/38

DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X4 POSTS)

Re-Advertisement (Those who applied previously are encouraged to re-apply)

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 : Kimberly Ref No: 2019/67 A (X1 Post)
          Mmabatho Regional Office Ref No: 2019/67 B (X1 Post)
          Nelspruit Regional Office Ref No: 2019/67 C (X1 Post)
          Polokwane Regional Office Ref No: 2019/67 D (X1 Post)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management other related qualification and five (5) years relevant experience on Middle/Senior management 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: advanced report writing skills; computer literacy policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver’s license. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Direct Assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments’ leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments’ property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property- ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned
property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues- effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

ENQUIRIES : Mr M Govender Tel No: (012) 406 2195
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 14/39 : DEPUTY DIRECTOR: TRAINING QUALITY MANAGER REF NO: 2019/69

SALARY : R869 007 per annum (All-inclusive package). (Total package to be structured in accordance with the rules of the senior management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Information Technology, Database Management / Statistics, Computer Science or related. Relevant experience in Information Technology, Data Management, Data Warehousing and related. Willingness to travel and work irregular hours and be in possession of a valid driver’s license (Code B – Old Code 8); Good analytical, innovative, problem solving, conflict management and good interpersonal relations, writing and leadership skills. Knowledge of public sector administrative procedures, public finance management, contract management, training coordination, training quality assurance and stakeholder management. Monitoring, evaluation, Programme/Project Management are also key requirements.

DUTIES : Develop and implement an electronic Training Project Management System including a Monitoring and Evaluation System for the EPWP training and ensure alignment to SAQA quality assurance principles and to funders’ requirements, Develop and implement a Records Management System in line with Public Service Regulations, Liaise with the EPWP Reporting System to produce reports as requested by EPWP stakeholders, Develop and ensure the implementation of the Training Standard Operating Procedures Guidelines including training coordination and facilitation of audits, Provide support during the procurement and contracts of Training Providers, Provide support during staff capacity building programmes, Manage Staff in the Unit as per the Public Service Regulations.

ENQUIRIES : Ms C Makunike Tel No: (012) 492 3075
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
POST 14/40
CONSTRUCTION PROJECT MANAGER REF NO: 2019/68 (X3 POSTS)
Re-Advertisement (Those who applied previously need to re-apply)

SALARY : R718 059 – R766 278 All-Inclusive (OSD) package per annum
CENTRE : Kimberley Regional Office
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 license, 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.

DUTIES : 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.

ENQUIRIES : Mr W. Hlabangwane Tel No: (012) 406 1734
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
FOR ATTENTION : Ms N Hlongwane

POST 14/41
ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2019/70

SALARY : R470 040 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualifications in Human Resources Development, Human Resource Management, Public Management, Behavioural Sciences or related. Relevant experience in Skills Development, Training Coordination, Contract Management, Supply Chain Management. Willingness to travel and work irregular hours and be in possession of a valid driver's license (Code B – Old Code 8), Social facilitation, problem solving, analytical thinking, conflict management, interpersonal relations, training and presentation skills, training quality assurance, stakeholder management, monitoring and evaluation are also key requirements.

DUTIES : Coordinate the training for EPWP participants, Provide assistance in the management of budget allocated to the region for the training of EPWP participants, Assist in the coordination of the procurement of training providers and support training providers on contractual matters, Collect data for reporting on training interventions, Coordinate capacity building programmes for EPWP Officials.

ENQUIRIES : Ms C Makunike Tel No: (012) 492 3075
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200.
FOR ATTENTION : Mr E Nguyuza