

OFFICE OF THE VALUER-GENERAL

Office of the Valuer-General is an equal opportunity and affirmative action employer. It is our intention to promote representivity in Office of the Valuer-General through the filling of posts. We reserve the right not to fill a position.

CLOSING DATE : 10 July 2020 at 16:00
NOTE : Office of the Valuer-General requests applicants to apply by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by Office of the Valuer-General. The Office of the Valuer-General reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 16/20 : **SENIOR MANAGER: PROGRAMME MANAGEMENT OFFICE REF NO: 3/2/1/2020/091**

SALARY : R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Office of the Valuer-General (Pretoria)

REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Project Management/Business Administration (NQF L7). Registered with a professional body (PMSA, IPM) will be an added advantage. 5 years of middle/senior managerial experience in the Project Management environment. Certificate for entry into the Senior Management Service. Job Related Knowledge: Understanding of rural development programmes, including mandates of the department. Detailed knowledge of the factors that can affect property prices. Knowledge of principles and processes for providing customer and personal services. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures. Knowledge of processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Knowledge of Project Management best practice. Software tools for project management. Knowledge of PMBOK and/or Prince 2. Job Related Skills: Project Management. Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Presentation Skills. Communication. Valid Driver's License.

DUTIES : Develops and implements the Project Management Framework. Oversee and ensure that current state assessment are conducted on all projects to ensure the level of maturity of projects in the organisation is understood. Oversee the levels of governance for different projects is clearly defined. Oversee the all projects are designed appropriately and include a simple lifecycle with stages

and gates. Oversee that project roles and responsibilities are clearly defined. Define reporting templates to be used for valuations. Oversee the walk through the framework with key stakeholders. Oversee the integration with other processes such as business planning, finance and procurement. Ensure a brand for the project management framework is created. Facilitates the implementation of project standardised practices and principles. Maintain awareness and knowledge of contemporary HR practices and providing suitable interpretation to manager and staff within the organization. Facilitate and implement policies and procedures relating to people and organisational development. Provide knowledge and insight on problem solving, dispute resolution, complying with regulations and avoiding litigation. Monitors and reports on project implementation procedures and adherence to standards. Monitor employee training of all operations on the HR policies and procedures. Communicate changes to all employees through communication platforms or communication sessions. Track and report on compliance to the business partner. Monitors and reports on project performance. Identify targets and milestones. Identify actions, timing and responsibilities for implementation. Monitor the design of informative analysis and management systems. Clarify and reassess budget. Monitor and report on design of a learning and feedback process. Oversee reporting on performance of the unit, department specific transformation programmes and regular recruitment and vacancy statistics as required. Provide reports on matters as specified by DPSA HRD unit. Manages, develops and sustains effective working relations with stakeholders. Advise COO on HR issues by providing council and recommending decisions. Represent OVG at relevant Corporate Services forums and committees. Develops appropriate strategies for the effective management of relationships with corporate stakeholders and partners. Set up and develop strategic relationships with key stakeholders in areas relevant to the product grouping where these stakeholders can influence business growth in the product grouping. Maintain these relationships, record and keep up to date all contact data and give input into stakeholder management plan. Implement stakeholder management plan and processes in product grouping. Analyse relationships with the client on all levels in the business. Review circumstances around disconnected clients, compile and implement action plans to ensure corrective and preventative action, improve responsiveness to client complaints/feedback and increase emphasis on client satisfaction. Develops engagement plans. Define engagement objectives. Define metrics of success. Determine project resourcing. Determine budget for engagement. Determine timeline for engagement. Prepare to manage risks and issues.

ENQUIRIES : Ms. RRM Noge Tel No: (012) 338 7238/ Mr. VM Makhubela Tel No: (012) 338 7211

APPLICATIONS : Applications must be e-mailed to applications@ovg.org.za
NOTE : Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All Race and Gender groups and people with disabilities are encouraged to apply.

POST 16/21 : **SENIOR MANAGER: INTERNAL AUDITOR REF NO: 3/2/1/2020/092**

SALARY : R1 057 326 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Office of the Valuer-General (Pretoria)
REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Internal Auditing/Risk Management/Financial Management (NQF 7). 5 years of middle/senior managerial experience in the internal audit environment. Certificate for entry into the Senior Management Service. Job Related Knowledge: Knowledge of Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and

<u>DUTIES</u>	:	software. Job Related Skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.
	:	Manage the performance of the internal audit function within the OVG. Establish, manage and promote the Internal Audit function. Develop and maintain Internal Audit policies and procedures. Develop and maintain strategic and operational risk-based audit plans. Develop and review the system documentation. Compile and review the audit programme. Coordinates and manages the outsourced audit services. Prepare audit files for Auditor-General annually. Build relationship with Auditor-General before the first audit and maintain relationship thereafter. Cooperate with Auditor-General in providing all documentation requested timeously during the audit. Maintain relationship with Auditor-General. Reports to the relevant committees. Compile report to the audit committee and present findings. Compile report for the risk committee and present findings. Compile report for the remuneration committee where necessary and present findings. Develops and implements audit plans. Compile and review the audit working papers. Gather and check whether the audit supports the audit findings. Discuss the audit findings during the audit. Finalise and review finding documents. Compile the draft audit report. Compile the audit file.
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<u>POST 16/22</u>	:	<u>SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT AND PROCURMENT</u> <u>REF NO: 3/2/1/2020/093</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Office of the Valuer-General (Pretoria)
<u>REQUIREMENTS</u>	:	Bachelor's Degree or Advanced Diploma in Financial Management/Supply Chain Management/Commerce/Public Administration (NQF L7). 5 years of experience at middle/senior managerial level in the SCM and Procurement environment. Certificate for entry into the Senior Management Service. Job Related Knowledge: Public Finance Management Act. Supply Chain Management Framework. Treasury Regulations. Broad Based Black Economic Empowerment. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM procedures and policy. Job Related Skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.
<u>DUTIES</u>	:	Manage procurement and supplier management policies and procedures. Manage the entire process in the planning of procurement and supply chain activities, ensuring effectively functioning processes to avoid costly delays and lost opportunities. Monitor the implementation of effective internal control, proper design and functioning of a client-oriented procurement management system for projects and related reporting requirements. Ensure effective use of internal Standard Operating Procedures in Procurement, control of workflows, continuous business processes monitoring and elaboration of improvements in systems and processes. Manage and monitor all transactional procurement including tendering processes, evaluation, contracting, contract management, legal considerations and payment conditions, contractors, performance

evaluation and risk assessment. Implement strategic procurement including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement. Ensure timely preparation of procurement plans for projects and monitor their implementation by controlling processes including receipt of requisitions, organization of RFQ, ITB and RFP, receipt of quotations, bids and proposals, evaluation and negotiation of certain conditions of contracts in full compliance with the organisation's Procurement Manual. Monitor the Vendor Management process. Monitor the introduction of process improvement in the supply chain and identify new vendors/suppliers without jeopardizing quality and service delivery. Manage relationships with vendors, suppliers and contractors that facilitate smooth flow of services to the organisation. Provide oversight over various contract management processes and ensure transparency. Develop and implement systems for internal control that would ensure compliance with contractual terms and conditions. Provide oversight of the procurement of products and services required by the business to operate. Oversee the creation and development of policies and procedures related to procurement of products and services. Formulate, agree upon and maintain an appropriate Service Level Management (SLM) structure for the organisation. Develop and manage the rosters of suppliers, elaborate supplier selection and evaluation, quality and performance measurement mechanisms. Prepare monthly, quarterly and annual procurement plans and progress reports as required. Manage valuation contracting activities. Negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations and convene meetings with contractors to allow ample opportunity for the identification and early resolution of potential disputes. Monitor activities required by the contract including logistical support, accreditation, licensing, verification of goods, monitoring of activities and performance of subcontractors. Ensure the development of appropriate contract management tools, guidelines and manuals for standardization and knowledge sharing purposes. Oversee the preparation of Purchase Orders, Amendments, and requests for contract awards and/or waivers for accumulated procurement values ensuring that all specifications, terms and conditions are clear and correct.

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OTHER POST

POST 16/23 : **SPECIALIST: LEGAL SERVICES REF NO: 3/2/1/2020/094**

SALARY : R376 596 per annum (Level 09)
CENTRE : Office of the Valuer-General (Pretoria)
REQUIREMENTS : National Diploma in Law/LLB/BProc. 3 years of experience in the legal environment. Job Related Knowledge: Knowledge of SA law. Interpretation of Acts and regulations. Departmental policies and procedures. Ability to interpret the law. Ability to research the law. Ability to apply the law to a set of facts. Job Related Skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.

DUTIES : Develop and maintain the legal strategy for OVG. Develop and implement the strategic and operational policies of the Legal Services unit according to

legislation, policies and procedures. Ensure that policies and decisions of the Legal Services are implemented in the organisation. Initiate policies or procedures to deal with various legal issues, including new legislation to ensure sufficient notice and correct interpretation and implementation. Draft policies and procedures affecting the organisation and make recommendations to the organisation for improvements. Develop and maintain the legal framework, policies and procedures. Oversee the formulation, drafting, editing, and certification of departmental legislation. Oversee the drafting, amending and publication of the law and draft contract frameworks for the OVG. Scrutinise and provide comment on policy documents. Provide management with operational information that can inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations. Monitor and coordinate compliance with relevant legislations. Monitor the implementation of and provide advice on the application of all pieces of legislation including administrative law, labour law, delicts and contract, within the administration to ensure that the OVG complies with all applicable legislation. Oversees the implementation of all administrative and legal prescriptions regarding valuation and compilation valuation of reports. Keep abreast of legislative changes and National Government requirements with respect to access to legal information and formulating methodologies/policies dictating procedural applications for consideration and approval. Determine practical resolutions to relevant legal problems through the application and knowledge of the law and where necessary, referring to legal reference documentation, publications, legislations, etc. and taking into account the legal implications of the problem/s and the alternative solutions to either OVG, the complainant or any other parties. Oversee the formulation of legal opinions and recommend guidelines to resolve issues, e.g. drafting agreements, contracts, undertakings, etc. Reports to the relevant committees on compliance and legal issues/concerns. Ensure the provision of legal guidance in the appointment of committees. Ensure the provision of procedural support, advice and support to the executive team and committees. Appear before the relevant committees as and when required. Ensure the provision of adequate support, to ensure awareness of and compliance with all legislative and statutory requirements relevant to the department. Ensure the maintenance of a registry of all applicable legislation and policies. Provide Legal Input into Contract Drafting. Provide legal assistance and advice in the drawing up and authorization of contracts by obtaining rudimentary information regarding intended contracts, drafting the contract according to information gained, verifying that the draft contract is water-tight in terms of OVG's possible liability, and authorization of contracts through submission of motivation to the relevant legal committee. Oversee the drafting, negotiating and reviewing of contracts. Monitor the contract life cycles. Interpret and explain contract clauses. Apply broader vocabulary for discussing contract terms. Provide litigation and dispute resolution advice. Obtain relevant approvals for litigation in a timely manner. Liaise with and instruct external legal counsel for litigation and its co-ordination. Ensure that OVG needs are understood and represented correctly in Court. Ensure that offences and criminal cases in the department are properly investigated and where appropriate prosecuted. Prepare litigation reports for submission to relevant forums addressing relevant matters, including status, outcomes and costs. Develop a communication method for liaising with external service providers. Communicate and provide feedback to the relevant external providers. Ensure that feedback from engagements is filtered back into the unit.

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