

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

*Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer.
Women and people living with disabilities are encouraged to apply.*

- APPLICATIONS** : All applications should be forwarded to: The Department of Public Works, Roads and Infrastructure, Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- FOR ATTENTION** : Acting Director HR Services Tel No: 015 284 7466
- CLOSING DATE** : 04 December 2020
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's license (where applicable), educational qualifications and a comprehensive Curriculum Vitae or resume. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of application we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Administrative Justice Act

MANAGEMENT ECHELON

- POST 27/228** : **DIRECTOR: MAINTENANCE MANAGEMENT REF NO: S4/1/06/2020/01**
Directorate: Property and Facilities
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in any of the following built environment qualifications: - Civil/ Structural Engineering/ Electrical Engineering/Mechanical Engineering/ Building Science/Building studies/Construction Management/Construction Studies/Architectural Science/ Studies. Minimum 5 – 10 years' experience in the built environment maintenance/construction of which five (5) years' should be at middle management level. A valid driver's license (Code EB), with the exception of applicants with disabilities. Competencies: Strategic capability and leadership. Programme and Project Management. Financial management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

- DUTIES** : Manage maintenance planning and operations. Provide the maintenance plan. Implement the National Infrastructure Maintenance Strategy (NIMS). Determine standards for technical condition assessment. Manage and monitor the implementation of condition assessment. Manage maintenance operations. Monitor the implementation of the maintenance plan and user asset management plan. Manage prestige accommodation and facilities management. Determine norms and standards for the maintenance of the prestige accommodation. Determine norms and standards for the provision of facility management services (security and landscaping). Provide maintenance plan and budget for prestige accommodation. Provide the terms of reference and framework for contractor to conduct day-to-day route maintenance and emergency maintenance at prestige accommodation. Manage and monitor performance in terms of service level agreement. Manage physical security services. Maintain integrated security system. Implement access and key control procedures. Develop and implement assets control procedures. Manage and provide support to major events. Manage investigations of security breaches. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Chief Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilisation of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Monitor and evaluate the performance and appraisal of employees. Ensure capacity and development of staff. Ensure discipline of staff.
- ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, and Mr. Mathume Mabilo at Tel No: (015) 284 7353/7586/7663/7606/7607/7627
- POST 27/229** : **DIRECTOR: LEASE AND MUNICIPAL SERVICES REF NO: S4/1/06/2020/02**
Directorate: Property and Facilities
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Property management/ Real Estate/Property Valuation. Minimum of 5-10 years' working experience in Property Management environment with a minimum of five (5) years at middle management level. A valid driver's license (Code EB), with the exception of people with disabilities. Competencies: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Assets Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Municipal Act. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
- DUTIES** : Lease management. Negotiate with landlords around lease needs. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord and where necessary. Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreements. Rental management. Manage and oversee the provision of rental accommodation in the Province. Manage and liaise with tenants or renewal of rental accommodations. Manage the provincial accommodation register. Research and facilitate the development of rental contracts. Monitor adherence to stipulated terms and conditions of the contracts. Manage and develop rental collection policy and processes. Municipal services. Manage and provide budget and financial projections for payments of rates and taxes, municipal levies and valuations. Provide provincial reports on municipal services. Research and analyse the pattern for rates and taxes. Manage and conduct research on payments of rates and taxes, municipal levies and valuation. Develop, review and implement the departmental strategy policies and procedures pertaining to lease and municipal services. Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement

and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within lease and municipal services. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of equipment. Monitor and evaluate the performance and appraisal of employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain discipline of staff. Facilitate and ensure the development of job descriptions of supervisees.

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