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.

APPLICATIONS: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. Head Office.

FOR ATTENTION: Ms. NP Mudau

CLOSING DATE: 09 April 2021 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 (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver’s Licence (where required) 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.

OTHER POSTS

POST 10/58: EXECUTIVE OFFICE MANAGER REF NO: 2021/81

SALARY: R733 257 per annum, (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management Service).

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in Social Science, Administration, Building Sciences, Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES: The provision of effective and efficient Office Management – management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/ 35 workshops (venues, travel, catering etc.); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director’s reports to produce a monthly
and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG’s office. Risk and compliance management- Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)- management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

ENQUIRIES:
Mr. D Pillay Tel No: (012) 406 1199/ (082 317 2873)

POST 10/59:
SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2021/82 (X3 POSTS)

SALARY:
R122 595 per annum

CENTRE:
Head Office (Pretoria)

REQUIREMENTS:
Grade 10 and PSIRA Grade D, proven extensive security working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training, Utilisation of firefighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHSA & First Aid; Basic literacy, basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

DUTIES:
Execute access an egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CCTV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

ENQUIRIES:
Mr T Marageni Tel No: (012) 406 1632