

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*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** : Must be submitted via email to: [dpwi25@ursonline.co.za](mailto:dpwi25@ursonline.co.za) for the attention of URS Response Handling, Tel No: (012) 811 1900.
- CLOSING DATE** : 17 September 2021
- 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. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must be clearly capture the requirements for the certification to reflects that applicants must submit copies of qualifications, identity documents, and driver's license (Where applicable) and any other relevant documents, such copies need not to be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to be furnished additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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 below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

**ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 30 of 2021 dated 27 August 2021, (1) Assistant Director: Disposal Property Management ref no: 2021/282, (2) Senior Administrative Officer: Utilisation & Contracts Administration ref no: 2021/288, (3) Administrative Officer: Property Acquisitions-Real Estate Management Systems ref no: 2021/291, Centre: Port Elizabeth Regional Office, have all been withdrawn due to incorrect requirements and duties. The positions will be re-advertised.

**MANAGEMENT ECHELON**

**POST 31/51** : **DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2021/296**

**SALARY** : R1 057 326 per annum, (All inclusive salary package)

**CENTRE** : Head Office

**REQUIREMENTS** : An undergraduate qualification (NQF 7) in the following fields: Public Management, Human Resource Management, Social or Management Sciences. Extensive working experience within Sectorial Education Training Authority (SETAs) / Youth/Skills Development/ Human Resources Development environment. Five (5) years at Middle/ Senior Management Level. Experience in the development of policies, frameworks, and implementation guidelines is critical. Knowledge and experience of the Built Environment training systems is a must. Possess a valid unendorsed driver's licence. Knowledge and understanding of National Skills Development Strategy, National Infrastructure Act, Public Finance Management Act, Skills Development Act, National Development Plan, and the National Skills Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Excellent verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration inclusive of managing of external funding, and must be willing to travel extensively.

**DUTIES** : The management of the Human Capacity Investment programme inclusive of Schools, Youth Bursary Scheme, Learnership, Internship, Artisan Training, Young Professionals, Candidates, Mentoring (including the Cuban Technical Advisory (CTA) programme), Community Outreach, Graduate Recruitment and Exchange. Develop policies, procedures and mechanisms necessary for the effective implementation of the Learning programme. Guide and oversee the implementation of the whole project plan; manage recruitment and selection process of new trainees. Ensure that learners are educated and trained in accordance with the Human Capacity Investment Agreements. Resolve problems that arise during implementation process. The monitoring and reporting of the Human Capacity Investment programme. Develop (or adapt existing) policies and procedures relating to assessment procedures. Oversee all assessment, to ensure that assessments are conducted in accordance with the stipulations in the learning programme. Manage co-ordination all the learning and assessment within the workplace. Ensure formative assessment are conducted throughout the learning programme. Coordinate and facilitate the Departmental Technical Committee (on the CTA programme). Oversee the training process of mentors and coaches. Describe the roles and responsibilities of coaches, mentors and assessors. Develop the capacity of coaches, mentors and assessors. The strategic management of Directorate and Programme budget. Develop a budget plan; identify and acquire the required physical facilities, equipment and human resources appropriate to the learning project. Identify the sources of funding; and clarify the process for obtaining and distributing the funds. Oversee procurement of resources and medical assessments.

**ENQUIRIES** : Ms. Vangile Manzini Tel No: 082 739 6768