

## 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. 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** : May Be Forwarded To The Correct Regional Office/Centre: Applications May Be Forwarded To: **Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.  
**Pretoria Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele  
**Cape Town Regional Office:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
- CLOSING DATE** : 04 October 2021 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. 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 clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not 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 furnish 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 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity

Development, Mandatory Training Days and 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 accessing the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.NB: All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance. Application Enquiries: URS Response Handling Tel: (012) 811 1900

#### **MANAGEMENT ECHELON**

<b><u>POST 33/52</u></b>	<b><u>DEPUTY DIRECTOR-GENERAL: INTER-GOVERNMENTAL RELATIONS</u></b> <b><u>REF NO: 2021/304</u></b>
<b><u>SALARY</u></b>	R1 521 591 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services) the successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
<b><u>CENTRE REQUIREMENTS</u></b>	Head Office (Pretoria) An undergraduate degree (NQF Level 7) in Public Management or equivalent qualification plus a postgraduate qualification (NQF Level 8) qualification as recognised by SAQA. A Master's degree will serve as an advantage. Experience: 8 to 10 years' experience in senior management services or at senior management level. Willingness to adapt to a work schedule in accordance with professional requirements. Knowledge: Strategic leadership, Knowledge of IGR and Fiscal systems. Cooperative Governance, Cultural diversity management, Performance management and development of public servants, Employment Equity, Public Service Transformation, Public Service Act, Political environment, Skills and Human Resources Development. Skills: Leadership, management and decision making, Diplomacy, Project management, Change management, Capacity building, Analytical thinking, Strategic management, Effective communication, Conflict management, Interpersonal relations, Policy formulation, Motivational skills, Integration management. Personal Attributes: Creative, Resourceful, People orientated, Trustworthy, Assertive, and Hard-working, Self-motivated. Other: Ability to work independently as well as effectively and efficiently under pressure, Ability to communicate at all levels as well as participate at an executive level.
<b><u>DUTIES</u></b>	Provide strategic leadership in the development and implementation of legislation, strategies and policies for IGR commission researches on latest trends. Ensure the development and implementation of effective and efficient Acts, strategies and policies. Ensure that all IGR policies contribute to the Department's strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with the Medium Term Expenditure Framework. Provide leadership and coordination support to the Department on IGR and Parliament services: Provide relevant Political, Social and Economic perspective to key clients. Advise Entities on the constitutional and legislative imperatives related to Parliament services and IGR. Provide Parliamentary support to the Department, Ministry and Entities under DPWI. Ensure constant analysis of the Parliamentary, Cabinet and IGR structures as well as the Department of Public Works and Infrastructure National Intergovernmental Forums (DPWINIF) decisions to facilitate implementation by the Department. Provide procedural and administrative advice to the Department on Parliamentary Matters. Provide leadership in the coordination and oversight over Public Entities and provincial Departments of Public Works and Infrastructure. Advice on the constitutional and legislative imperatives related to Parliament services and IGR. Provide support services to the DPWI Ministry and provincial Departments of Public Works and Infrastructure on concurrent mandate and related matters. Facilitate the implementation of decisions on concurrent mandate and related matters emanating from IGR structures and DPWI Intergovernmental Forums. Oversee the management and provision of services to prestige clients, nationally. Oversee the development and implementation of norms and standards to guide

prestige services within Departments. Oversee the provision of furnished office and residential accommodation to Prestige Clients, which includes related infrastructure maintenance services. Ensure provision of infrastructure at State events. Manage the Branch through the establishment and maintenance of appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plans of the Branch and report on progress, as required. Manage the performance and development of employees.

**ENQUIRIES** : Mr S.C. Zaba Tel No: (012) 406 1544  
**APPLICATIONS** : must be sent via email to URS Response Handling: [dpwi26@ursonline.co.za](mailto:dpwi26@ursonline.co.za)

**POST 33/53** : **CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT REF NO: 2021/305**

**SALARY** : R1 251 183 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Property Management, Facilities Management, Programme Management or equivalent qualification plus 5 years senior management experience in the relevant field. Knowledge: Framework for supply chain management, Structure and functioning of the Department. Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management. Public Finance Management Act. Treasury Regulations. Public Service Act and its Regulations. Skills: Strategic capability and leadership. Programme and project management. Information and knowledge management, Policy analysis and development. Client orientation and customer focus, Stakeholder management, Planning and coordination, Presentation and facilitation, Quality management. Other: Ability to handle confidential information. Ability to work independently and under pressure. A valid driver's licence.

**DUTIES** : Lead the development of facilities management contracts: Oversee the development of facilities contract management guidelines, norms and standards, policies and strategies to ensure compliance with procurement procedures and legislation. Oversee the preparation, analysis, negotiation and review of contracts for facilities management services. Oversee the development of service level agreements and key performance indicators for facilities management contracts. Lead the development of technical specifications and standards for technical contracts: Oversee the development of User Asset Management Plans (UAMP). Oversee the development of strategies, policies and master portfolios. Ensure liaison with external service providers with regard to new technologies. Oversee the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications. Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management and maintenance services: Ensure the development and implementation of policies and strategies. Oversee the implementation of facilities management on minor and major maintenance projects. Ensure the development, implementation and monitoring of quality standards of all projects. Develop and coordinate the implementation schedule for ongoing planned maintenance across asset portfolios.

**ENQUIRIES** : Mr N. Kubeka Tel No: (012) 406 1504  
**APPLICATIONS** : must be sent via email to URS Response Handling: [dpwi27@ursonline.co.za](mailto:dpwi27@ursonline.co.za)

**POST 33/54** : **DIRECTOR: FINANCE REF NO: 2021/306**

**SALARY** : R1 057 326 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Accounting/Financial Management or equivalent qualification. 5 years middle/senior management experience in Finance or relevant field. Financial Management. Financial Accounting. Change Management. Essentials of budget formulation. Willingness to adapt to a work schedule in accordance with office requirements. Knowledge: Public Finance Management Act. Public Service Regulations. National Treasury regulations, guidelines and directives (MTEF, ENE). Preferential procurement policy. Government supply chain management

framework, Government Budget systems and procedures. Government Financial Systems (PERSAL, PMIS, WCS, LOGIS, BAS, SAGE). Financial prescripts (GAAP and GRAP). Skills: Planning and organising, Problem solving, Analytical thinking, Interpersonal relations and diplomacy, Ability to conduct research and gather information, Report writing, Management skills, Numeric, Advanced computer skills. Personal Attributes: Creative, Dedicated, Approachable, Hard-working, And Trustworthy. Other: Ability to work within specific time-frames, Ability to communicate at all levels.

**DUTIES**

: Manage the implementation and monitoring of financial guidelines, processes, standards and strategies: Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools. Provide advice and guidance at various fora in relation to the financial guidelines. Monitor, evaluate and report on the implementation progress. Manage financial accounting and reporting. Manage accounts receivable and accounts payable. Prepare financial statements. Manage bookkeeping and financial accounting services. Manage and coordinate client billing and collection of revenue. Manage, monitor and report on clients' billing system. Manage the budget and planning function for the region. Manage the collection and collation of budget inputs for budget planning and control. Undertake detailed researches on matters pertaining to budget management. Analyse inputs related to the Medium Term Expenditure Framework. Monitor fund transfers from National Treasury. Oversee allocation of budgets according to components and financial years. Undertake quarterly reviews on the management of budget allocated to components. Ensure that Regional expenditure is in accordance with its budget allocations. Ensure that operational plans are aligned to the budget and strategic objectives. Manage and regularly report on budget and cash flow. Identify financial trends and opportunities for businesses processes improvement. Ensure month-end procedures are performed within required deadlines, including clearing of suspense accounts, submission of compliance certificates and 30 day payments reports. Ensure timeous financial reporting. Maintain sound financial governance and processes: Prevent and detect irregular, fruitless, wasteful and unauthorised expenditure. Ensure that sound internal controls and reporting systems are in place. Provide secretariat support to the Technical Advisory Committee. Update the register for all reported cases of irregular, fruitless and unauthorised expenditure as well as lost, stolen and damaged assets. Ensure compliance to the Public Finance Management Act through audit plans and spot-checks. Monitor adherence to all internal policies and practices. Regularly interact with role-players on an individual basis to emphasise compliance. Ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts, etc. and accounting standards before any transaction can be effected, either manually or online. Effective management of the Directorate. Manage all resources allocated to the Directorate. Develop and maintain continuous communication with stakeholders. Ensure good performance through performance reviews. Ensure that staff are fully trained to achieve good performance. Ensure timeous responses to client needs/requests/queries. Design, implement and maintain the Directorate's strategic plan. Develop detailed strategic action plans. Establish, implement and maintain performance measures.

**ENQUIRIES APPLICATIONS**

: Adv. J.M. Monare Tel No: (011) 713 6051  
 : must be sent via email to URS Response Handling: [dpwi28@ursonline.co.za](mailto:dpwi28@ursonline.co.za)

**POST 33/55**

: **DIRECTOR: FACILITIES MAINTENANCE REF NO: 2021/307**

**SALARY**

: R1 057 326 per annum, (All-Inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE REQUIREMENTS**

: Head Office (Pretoria)  
 : An undergraduate qualification (NQF Level 7) in Facilities Management, Property Management or the Built Environment plus 5 years middle/senior management experience in Property/Facilities Management or the Built Environment. Willingness to adapt to a work schedule in accordance with office requirements and work abnormal hours. Knowledge: Electrical, Civil and Mechanical Engineering Industry. Construction Industry. National Building Regulations and Standards, Facilities and Property Management. Skills:

Planning and organising. Problem solving. Decision making. Advanced communication. Interpersonal relations, Time management, Motivational skills, Project Management, Facilities Management IT systems. Personal Attributes: Highly motivated, Trustworthy, Hardworking. Other: Ability to work under stressful situations and independently. A valid driver's licence and the willingness to travel.

**DUTIES** : Make recommendations for changes and improvements to existing Facilities Management standards, policies, and procedures. Manage the implementation of approved Facilities Management policies and procedures. Monitor Technical work activities to ensure compliance with established policies and procedures control of reactive and preventative maintenance services in a timely and cost efficient manner. Ensure that all stakeholders are given timely and appropriate information about maintenance programmes and projects. Prepare documents for equipment procurement and prepare job specifications. Establish schedules and methods for providing facilities maintenance services. Identify resource needs. Review needs with appropriate management staff. Allocate resources accordingly. Manage the conduction and documentation of regular facilities inspections. Ensure compliance with health and safety standards. Implement best practice processes to increase efficiency. Provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the Directorate.

**ENQUIRIES** : Mr N. Kubeka Tel No: (012) 406 1504

**APPLICATIONS** : must be sent via email to URS Response Handling: [dpwi29@ursonline.co.za](mailto:dpwi29@ursonline.co.za)

**POST 33/56** : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X6 POSTS)**

**SALARY** : R1 057 326 per annum, (All-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE** : Johannesburg Regional Office Ref No: 2021/308 A  
 Kimberley Regional Office Ref No: 2021/308 B  
 Mmabatho Regional Office Ref No: 2021/308 C  
 Mthatha Regional Office Ref No: 2021/308 D  
 Nelspruit Regional Office Ref No: 2021/308 E  
 Polokwane Regional Office Ref No: 2021/308 F

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Real Estate Management/Property Management or related qualification plus 5 years relevant experience on middle/senior management level in Asset/Property/Facilities Management. Willingness to adapt to a work schedule in accordance with professional requirements. Knowledge: Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics and Reporting procedures. Skills: Advanced report writing, Computer literacy, Policy analysis and development. Presentation. Other: Ability to work under pressure. Ability to communicate at all levels, Analytical thinking. A valid driver's licence and the willingness to travel.

**DUTIES** : Effective management of the Department's property: Provide guidelines and inputs on drafting plans regarding immovable assets. Manage and control property rights and vesting of state land. Ensure compliance to property legislations. Ensure that economic efficiency in the Department's leasehold portfolio are in line with market trends. Interact with facilities management to ensure effective cleaning, gardening and security services of the Department's 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. Ensure that buildings are user-friendly and accessible. Manage and maintain client relationships. 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 grievance related to rentals. 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. 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 does not infringe with the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed. 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. Direct preparation of financial reports on the status of the 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 management of the component. Manage employment related processes. Manage the budget and expenditure.

**ENQUIRIES  
APPLICATIONS**

: Ms N. Makhubele Tel No: (012) 406 1623/1916  
 : must be sent via email to URS Response Handling, for the respective Regional Office, as follows: Johannesburg: [dpwi30@ursonline.co.za](mailto:dpwi30@ursonline.co.za)  
 Kimberley: [dpwi31@ursonline.co.za](mailto:dpwi31@ursonline.co.za)  
 Mmabatho: [dpwi32@ursonline.co.za](mailto:dpwi32@ursonline.co.za)  
 Mthatha: [dpwi33@ursonline.co.za](mailto:dpwi33@ursonline.co.za)  
 Nelspruit: [dpwi34@ursonline.co.za](mailto:dpwi34@ursonline.co.za)  
 Polokwane: [dpwi35@ursonline.co.za](mailto:dpwi35@ursonline.co.za)

**OTHER POSTS**

**POST 33/57**

: **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: BCOCC & OTHERS  
REF NO: 2021/309**

**SALARY**

: R869 007 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE  
REQUIREMENTS**

: Head Office (Pretoria)  
 : A three year tertiary qualification (NQF level 6) in Business Management, Marketing & Communication, Public Administration, Client Relationship Management, Project Management and or Built Environment discipline. Appropriate experience in client relationship management within the Public Services will serve as an advantage. Strong supervisory ability with an emphasis on strong strategic planning and reporting, programme management, diversity management, sound budgeting and financial management. Knowledge: Client Relationship Management (CRM), Government Immovable Asset Management Act (GIAMA), Infrastructure Management Development System (IDMS), Service Level Agreement (SLA), Memorandum of Understanding (MOU), Works Control System (WCS); Property Management Information System (PMIS), Public Finance Management Act (PFMA), Treasury Regulations, Financial Management and Administration, Technical knowledge of the Built Environment, Programme and Project Management, Property and Facilities Management, Occupational Health and Safety Act (OHSA), Construction Regulations, Procurement & Supply Chain Management Processes and Systems, Human Resource Development and Management (HRDM). Skills: Drafting Service Level Agreements, Memorandums of Understanding (MOU), Performance Development & Management, Research, Analysis, Report and Minutes Writing, Presentation (Power-Point, Excel, Word, etc.), Verbal Communication, Advanced Numeracy & Computer Literacy, Ability to Work Under Pressure, Perform Training Workshops (Research, Organize, Coordinate & Present) to DPWI Staff and Clients, Willingness to adapt work schedule in accordance with office requirements. Dispute and Conflict Management.

**DUTIES**

: Manage the strategic accommodation requirements of the Border Management Authority and Other Departments (clients) portfolio in alignment with GIAMA. Assist and train clients in the compilation of User Asset Management Plans (U-AMP) and provide guidance on the Custodial Asset Management Plans (C-AMP) supported by Property Performance and management (PP&M) unit. Obtain and verify the strategic accommodation requirements (U-AMP) of clients to determine correctness. Attend budget planning and (re)allocation meetings. Liaise with relevant internal stakeholders (i.e. Regional Offices, Finance, Property Performance and Management, Town Planning Services,

Portfolio Analysis, Technical Services, Real Estate Management, Construction Project Management, Facilities Management, Precinct Planning and Development, etc.) to ensure proper planning, implementation and management of the client requirements. Liaise with the clients, Finance (Budget Planning and Financial Accounting) to ensure availability of funding for the client strategic accommodation requirements, and ensure alignment to the Medium Term Expenditure Framework (MTEF). Issue general information requests, Pre-Design Information Requests (PDIR) and Procurement Instructions (PI) requests to relevant internal stakeholders. Liaise with internal and external stakeholders on all matters relating to the strategic requirements of the client. Verify data integrity on the Works Control System (WCS) and the Property Management Information System (PMIS). Control and monitor project budgets with MTEF allocation for Capital Works, Planned Maintenance and Lease projects. Compile and develop quality client specific portfolio reports and distribute to clients monthly. Co-ordinate, convene and chair management meetings (i.e. Client Liaison Forums, Joint Task Teams, Infrastructure Sub-Task Team, Special Project Steering Committees, Directorate Operations Management, etc.) and develop meeting agenda, minutes and reports. Co-ordinate and attend progress site meetings with relevant internal and external stakeholders. Provide excellent management support to the Director User Demand Management with general office functions including the accommodation portfolio of the clients. Manage the Sub-Directorate User Demand Management (Sub-Directorate) and undertake all administrative functions required with regards to Financial Management and Human Resource Administration. Establish, implement and maintain efficient and effective Communication and Client Relationship Management networks with clients. Develop and manage the Sub-Directorate's Financial Plan, Annual Performance Plan, Operational Plan, Work-plan, Performance Development Plan and report on progress ad-hoc/monthly/ quarterly/ annually where applicable as required. Develop, implement and maintain administrative processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as and when required. Manage the procurement and utilisation of asset functions for the Sub-Directorate. Plan, allocate, monitor, report and ensure quality control of all work performed by employees in the Sub-Directorate.

- ENQUIRIES** : Mr S. Ngcobo Tel No: (012) 406 1935/ 1264
- POST 33/58** : **DEPUTY DIRECTOR: USER DEMANAD MANAGEMENT (UDM) REF NO: 2021/310**
- SALARY** : R869 007 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Public Administration/ Real Estate Management or in the relevant field. Appropriate working experience at an ASD level in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; Technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. **SKILLS:** Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication and advanced computer literacy.
- DUTIES** : To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments: Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-

designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments -: Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the sub-directorate.

- ENQUIRIES** : Ms PP Penxa Tel No: (021) 402 2028
- POST 33/59** : **CHIEF ARTISAN: WORKSHOP (WELDING) REF NO: 2021/311**
- SALARY** : R386 487 per annum, (OSD)  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : Proof of having passed a Trade Test and Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Knowledge of the PFMA and the OHSA. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's License.
- DUTIES** : Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
- ENQUIRIES** : Mr. J. de Wit Tel No: 082 889 0283
- POST 33/60** : **ASSISTANT DIRECTOR: PROVISIONING AND LOGISTICS (SCM) REF NO: 2021/312**
- SALARY** : R376 596 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Public Administration/ Public Management/ Logistics and Transport Management. Appropriate supervisory experience in Provisioning and Logistics Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.
- DUTIES** : Ensuring effective operation of Provisioning and Logistics Unit. Ensure effective placement of procurement orders for miscellaneous goods and services, Transport, Fleet, and including Travel and Accommodation. Manage the maintenance of a proper invoice tracking system and payment process thereof. Assist with preparation of Interim and Annual Financial Statements. Assist with maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of directorate's budget. Ensure compliance with applicable National Treasury prescripts with regards to procurement of goods and services, Travel and Accommodation management. Assist with monitoring of the Unit's devices, labour saving



devices, courier services. Management of Registry and Switchboard operations. Ensure adherence to prescripts/ policies and provide advice to all Regional Units with regards to provisioning of goods and services as well as logistics services. Manage the sub directorate's office administration and as well as human resources.

**ENQUIRIES** : Ms. N Poswa Tel No: (021) 402 2198.

**POST 33/61** : **SENIOR ADMINISTRATIVE OFFICER: USER DEMAND MANAGEMENT: BCOCC & OTHERS REF NO: 2021/313**

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Finance, Public Administration, Marketing, Real Estate Management or Built Environment. An appropriate relevant work experience. Knowledge: Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS System; Public Finance Management Act (PFMA); National Treasury Regulations; User Asset Management Plan (U-AMP); Financial Systems e.g. BAS and LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid vehicle driver's license. Skills: Communication (verbal and written), planning, coordinating, presenting, supervising, managing online meetings/conferences/workshops and minute taking, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

**DUTIES** : You will be required to apply space and cost norms for client accommodation requests for the Directorate: User Demand Management (BCOCC & OTHERS). Assess and analyse Client/ User strategic infrastructure/ accommodation requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Assist with project administration of projects e.g. Capital and Planned Maintenance projects. Develop, update, manage and submit Work-plan and Performance Assessment as per HRM guideline. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

**ENQUIRIES** : Mr. S. Ngcobo Tel No: (012) 406 1935/ 1264

**POST 33/62** : **CHIEF WORKS MANAGER (BUILDING): FACILITY MANAGEMENT REF NO: 2021/314**

**SALARY** : R316 791 per annum  
**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) (T/N/S Streams) in Buildings or related with three (3) years relevant experience or N3 and a passed trade test in the built environment field with five (5) Years relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid unendorsed driver's license is compulsory. Knowledge and Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills, Self-management, Report writing skills. Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of

<b><u>DUTIES</u></b>	: Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork. : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard 62 construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<b><u>ENQUIRIES</u></b>	: Mr. C Solomons Tel No: (021) 402 2062
<b><u>POST 33/63</u></b>	: <b><u>CHIEF WORKS MANAGER (MECHANICAL) FACILITY MANAGEMENT REF NO: 2021/315 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R316 791 per annum : Cape Town Regional Office : A three year tertiary qualification (NQF level 6) (T/N/S Streams) in Mechanical engineering with three (3) years relevant experience or N3 and a passed trade test in the built environment Mechanical field Millwright, Fitter, Boiler Maker, Air-conditioning, Refrigeration, Pumps, and Automation with five (5) Years relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge And Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.
<b><u>DUTIES</u></b>	: Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<b><u>ENQUIRIES</u></b>	: Mr. R Majal Tel No: (021) 402 2300